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ABSTRACT

This secretarial task simulation is designed for use in office occupations programs at the secondary level. The primary purpose is to give the student the opportunity to become familiar with the tasks and duties that may be performed by secretarial personnel in a real work situation. The employee's manual provides general information for the student on use of the work order (instruction sheet), time clocks, office reference manuals, personal appearance, employer/employee relations, and performance and progress. It also contains the 25 tasks the student is required to perform. Each task consists of a work order that describes the work and special instructions and most of the written materials that are needed to perform the task. Tasks are designed to be completed in a relatively short period of time--from 15 minutes to 1 hour. The employer's manual (teacher's guide) contains an information sheet for each task that details descriptions, materials/supplies and equipment, and suggested requirements (prerequisites, approximate completion time, accuracy); the keys to tasks found in the employee's manual; and scripts to cassette tapes that provide the information needed to perform certain tasks. (YLB)

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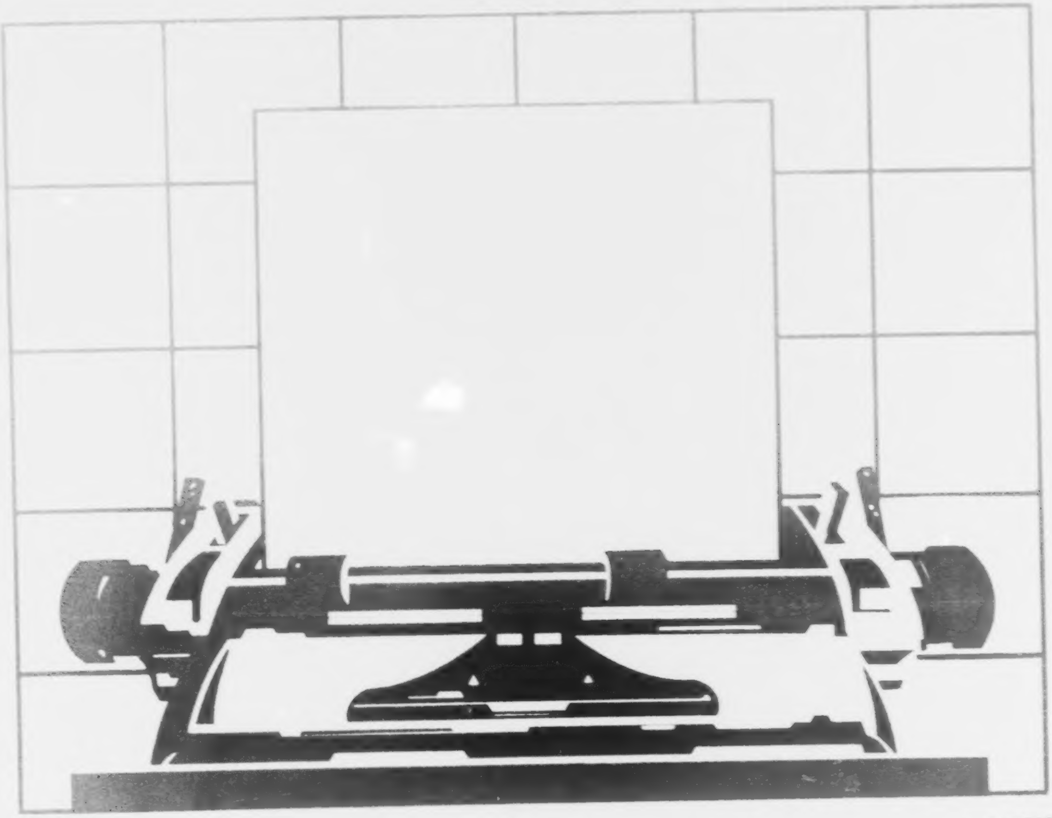

A SECRETARIAL TASK SIMULATION

EMPLOYEE'S MANUAL

[Student's Guide]

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Program Improvement and Evaluation
Office of Vocational Education
Georgia Department of Education
Atlanta, Georgia 30334
Charles McDaniel, State Superintendent of Schools
1985

VOT ENTERPRISES, INC.

A Secretarial Task Simulation

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1985

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FOREWORD

This secretarial task simulation has been developed for use in office occupations programs at the secondary level. Its primary purpose is to give the student an opportunity to become familiar with the tasks and duties that may be performed by secretarial personnel in a real work situation.

Appreciation is expressed to Mrs. Helen Cofer McClain, State Supervisor for Business Education, and Mrs. Floy Baker, Coordinator for Postsecondary Business Education Programs, for their continued support, encouragement, and leadership in this developmental effort.

Appreciation is also expressed to the many business education instructors throughout the state who field tested, evaluated, and provided invaluable feedback on these materials as a part of the revision process.

Mrs. Doris Rash-Wooten
Project Director
Office Simulation Project

EMPLOYEE MANUAL

Welcome to your company! This manual contains the rules, policies, and procedures necessary to govern the daily activities in any work relationship. You are expected to read, understand, and use your manual.

VOT Enterprises, Inc.'s success depends on you! It is you who help us build a business with a reputation for producing quality work.

VOT Enterprises, Inc. is a business that provides top-quality accounting, clerical, secretarial, and word processing services to the public. We pride ourselves on employing highly skilled, professional personnel.

Use of the Work Order

The "Work Order" is to be used as your instruction sheet. Listed below is how VOT Enterprises utilizes this form. The numbers and items listed correlate with the numbers circled on the sample Work Order form.

1. The name of the person for whom the work is to be performed.
2. The title of the person for whom the work is to be performed.
3. The address of the person for whom the work is to be performed.
4. The company telephone number of the person for whom the work is to be performed.
5. The order number for the work you are doing.
6. A brief description of the work to be done.
7. Special instructions that you need to complete the work.

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Jane Doe (1)

TITLE Accounting Clerk (2)

DEPARTMENT Accounting

ADDRESS J. D. Company
600 Lee Street (3)
Atlanta, GA 31752

TELEPHONE NO. (404) 675-0000 (4) ORDER NO. 5000 (5)

DATE RECEIVED ______ DATE PROMISED ______

DESCRIPTION OF WORK Verify totals and subtotals on accounting forms. (6)

SPECIAL INSTRUCTIONS Review the attached income statement, (7) balance sheet, and capital statement. Verify all subtotals and totals. If changes are needed, draw a single line through the number, write the new number, and initial the change. (8)

WORK ASSIGNED TO ______

DATE COMPLETED ______ (9) PICKED UP ____ DELIVERED ____ (10)

APPROVED BY: ______ (11)

8. The name of the person to whom the work is assigned.
9. The date the work is to be completed.
10. An indication of how the completed work was collected.
11. Initials (or name) of the person approving the completed work.

General Information

As a new employee, there are many things you need to learn in addition to how to perform your job. Your supervisor will distribute information to you at the appropriate time on work hours, how and when you are paid, vacation time, etc. Remember! When you don't understand, ask the supervisor; he/she is your best source of information and is always willing to take the time to answer your questions.

Time Clock

Some departments are equipped with time clocks while others are not. In areas where time clocks are not available, your supervisor will direct you as to the proper procedure for filling in your work hours daily on your time card. Whether your department has access to a time clock or not, your time card is an important record for both you and VOT Enterprises!

You are expected to be present and punctual every day, five days a week. If you are late for your shift, you must make up the lost time by working overtime or coming in early another day.

Office Reference Manuals

All work that is handled by VOT Enterprises, Inc. must conform to acceptable standards. Your supervisor will inform you about which office reference manual you will be expected to use.

Once you have your reference manual, be sure to follow the rules in it when preparing outgoing work. Remember, we pay you to do your job correctly the first time. Whenever, through negligence, you fail to prepare work according to specifications in the office reference manual, you are costing the company money! When work has to be redone, the company is being doubly charged for your services.

Personal Appearance

VOT Enterprises, Inc. expects you to give proper attention to the details of attire and grooming. Your fellow employees as well as customers rightfully expect neatness and appropriate dress.

Personal conduct in the office should be courteous and businesslike. Excessive personal conversation in the working areas does not present a pleasing atmosphere to your fellow workers.

Your personal habits in public are also important to the company because people will only entrust their affairs to people who have high regard for their own reputations. Outside the office, your activities should be conducted in such a manner as to avoid any criticism or any reflection on the company.

Employer/Employee Relations

You are a very important person to your supervisor. Our business gets done through your efforts and the efforts of others like you.

By the same token, your supervisor is a very important person to you, because he/she is the one who will introduce you to your job. He or she is the leader in your department and the one responsible for explaining your job, giving instructions and directions, making assignments, answering questions, providing your training, and checking your work.

Your supervisor depends on you. When the work is good, you will be told this; likewise, your supervisor will tell you if you are doing something wrong, so that you can do it right the next time. If you aren't performing the way you should perform, your supervisor is going to make recommendations to you on how to improve your performance because the success of your company depends on every employee doing his/her job well.

Performance and Progress

You should always know where you stand at VOT Enterprises because one of your supervisor's most important jobs is to take time out on a regular basis and inform you of your performance and progress. Some of the purposes of keeping you up to date on your performance and progress are:

1. To help you pace yourself in the performance of your duties.
2. To show you where improvement may be needed.
3. To tell you what we think about your production.
4. To help you map a route to better performance on the job.

Again, welcome to VOT Enterprises, Inc! We feel confident that your employment with us will be very enjoyable.

WORK TO BE COMPLETED

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Myrtice Huff

TITLE Secretary

DEPARTMENT Secretarial Services

ADDRESS Lee Jo Duke Legal Aid Associates
465 Magnolia Terrace
Buford, NY 11667-8742

TELEPHONE NO. (212) 546-5375 ORDER NO. 3000

DATE RECEIVED ______ DATE PROMISED ______

DESCRIPTION OF WORK Type these purchase requisitions today. Begin them with #1776.

SPECIAL INSTRUCTIONS Each order is separate. Use the catalog (New England) to locate the items. See the following page for detailed information about each requisition.

WORK ASSIGNED TO ______

DATE COMPLETED ______ PICKED UP ____ DELIVERED ____

APPROVED BY: ______

DECEMBER 1

Please type these purchase requisitions today. Begin with #1776. Each order is separate. Use the catalog (New England) to locate the items.

#1 For Mr. Duke:
500 sets of 3-part desk size receipt books
30 shipping boxes (12" x 4" x 12")

#2 For Mr. Ethridge:
Order a 7-pocket order rack. This is needed to hold forms eleven inches long - #982

#3 For Mr. Quinones
100 Green Attention Getting Envelopes (9 x 12)
100 Kraft Envelopes (11½ x 14½) without printed address
100 Purchase Order sets, 3-part product 90-3
100 771 Double window envelopes for 90-3

#4 For Mr. Ellis
1 self-inking hand stamp for "Do Not Bend"
100 sets of proposal/acceptance forms

#5 For Mrs. Campbell
500 ledger cards 6 3/8" x 9 1/4"
1 ledger posting file 7½" x 9½" #945
1 set A-Z index guides #45
6 doz. Bic fine point Biro pens, black ink

Ask questions if you don't understand something. As soon as you finish this task, turn it in to your supervisor for approval.

PURCHASE REQUISITION

LEE JO DUKE LEGAL AID ASSOCIATES
465 Magnolia Terrace
Buford, New York 11667-8742

Deliver To:

Requisition No.:

Location:

Date Issued:

Job No.:

Date Required:

Approved By:

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT

p9-19 removed.
Duplicate forms.

OFFICE SUPPLIES CATALOG

Products 794-1, 795-1, and 796-1 BROWN KRAFT ENVELOPES PRINTED WITH YOUR RETURN ADDRESS.

Product 794-1 (6"x9")

1,000 - $86.50
500 - 50.95
250 - 29.50
100 - ______

Product 795-1 (9"x12")

1,000 - $103.00
500 - 64.50
250 - 37.95
100 - 25.95

Product 796-1 (11½"x14½")

1,000 - $119.00
500 - 73.95
250 - 46.50
100 - 26.95

Products 784, 785 and 786 BROWN KRAFT ENVELOPES WITHOUT PRINTED RETURN ADDRESS.

Product 784 (6"x9")

1,000 - $64.50
500 - 36.95
250 - 22.95
100 ______

Product 785 (9"x12")

1,000 - $79.95
500 - 47.50
250 - 27.95
100 - 15.50

Product 786 (11½"x14½")

1,000 - $102.00
500 - 59.95
250 - 35.50
100 - 19.95

Products 791-1, 792-1 and 793-1 WHITE ENVELOPES PRINTED WITH YOUR RETURN ADDRESS.

Product 791-1 (5½"x7½")

1,000 - $75.95
500 - 43.95
250 - 27.50
100 - 18.50

Product 792-1 (8½"x10½")

1,000 - $93.95
500 - 57.95
250 - 32.95
100 - 19.95

Product 793-1 (9½"x12½")

1,000 - $105.00
500 - 64.95
250 - 36.50
100 - 21.50

Products 797, 798 and 799 WHITE ENVELOPES WITHOUT PRINTED RETURN ADDRESS.

Product 797 (5½"x7½")

1,000 - $64.50
500 - 39.95
250 - 24.95
100 - 14.95

Product 798 (8½"x10½")

1,000 - $79.95
500 - 44.50
250 - 26.95
100 - 15.50

Product 799 (9½"x12½")

1,000 - $84.95
500 - 50.95
250 - 28.95
100 - 16.95

Attention-getting FIRST CLASS ENVELOPE.

1,000 - $116.00
500 - 68.95
250 - 39.95
100 - 28.50

Tear-resistant, lightweight TYVEK@ ENVELOPES.

1,000 - $306.00
500 - 169.00
250 - 98.50
100 - 48.95

Keep organized DESK/COUNTER TRAY.

Product	For forms up to	Price
913	41/4"x8" overall	$17.95
914	5½"x9½" overall	20.95
920	63/8"x91/4" overall	28.50
921	8½"x81/8" overall	27.50
922	8½"x12" overall	30.95

Lightweight, durable CLIPBOARD.

Product 970 - For forms up to 8½"x113/4" -2 for $15.95

Schedule work faster, easier WORK ORDER RACKS.

Product	For forms up to	Rack size overall	Price
979	41/4"x8"	5½"x263/4"	$31.95
980	53/4"x91/4"	7"x271/4"	34.95
981	8½"x8½"	10"x29½"	48.95
982	8½"x113/4"	10"x29½"	50.95

Portable FORMS HOLDERS.

Product	For forms up to	Price
901	41/4"x8" overall	$15.95
902	5½"x9½" overall	18.95
903	8½"x9½" overall	20.95
904	8½"x12" overall	25.50
906	8½"x15" overall	29.50
907	41/4"x9½" overall	15.95
908	5½"x12" overall	20.95
909	5½"x9½" overall	16.95
910	8½"x113/4" overall	21.95

With or Without Calculator PORTABLE FORMS HOLDER/REGISTER.

Product 2510 (without calculator) and Product 2511 (with Casio calculator) - Size 61/4" W x 95/8" L x 1½" D.

Product 2510 (without calculator) - Each $34.95
Product 2511 (with Casio calculator) - Each $49.95

Product 946 CHECK-SIZE STORAGE BOX - Size 15"x9"x4½" high. Shipped flat in units of 6 - 6 boxes for $24.95

Product 948 STATEMENT-SIZE STORAGE BOX - Size 15"x9½"x7" high. Shipped flat in units of 6 - 6 boxes for $25.95

Product 964 LEGAL AND LETTER-SIZE STORAGE BOX - Size 15"x12"x10" high. Shipped flat in units of 6 - 6 boxes for $28.50

Self-stacking PULL-DRAWER FILES.

Product 7510 - Size 12"x10"x233/4". Sturdy corrugated fiberboard. Metal clips provide "no-tilt" feature. Snap-lock fasteners supplied for easy stacking. Four files per carton - 4 files $52.95

Organize merchandise BIN BOXES.

Product	Size	Price
7505	2"x4½"x12"	25 for $16.95
7506	4"x4½"x12"	25 for $18.50
7507	6"x4½"x12"	25 for $19.95
7508	8"x4½"x12"	25 for $21.95

Rugged, space-saving SHIPPING BOXES.

Product	Size	Price
7511	9"x3½"x12"	15 for $17.95
7512	9"x9"x12"	15 for $24.50
7513	12"x4"x12"	15 for $25.50
7514	12"x12"x12"	10 for $26.50
7515	12"x10"x15"	10 for $27.50
7516	18"x12"x12"	10 for $30.50

STIK-ON CALENDAR.

Products 1515-1 - Size 3"x5". Litho stock printed with your name, address and phone number - 5 lines maximum. Counter top dispenser included.

2,000	$121.00
1,000	72.95
500	44.95
250	31.95

In desk and pocket sizes RECEIPT BOOKS.

Product 691 and 693 - Size of Receipt 61/4"x21/4" detached.

Product	Size	Quantity	Price
693-2	2-Part Desk	4,000 sets	$114.00
		2,000 sets	64.95
		1,000 sets	42.50
		500 sets	27.50
693-3	3-Part Desk	4,000 sets	148.00
		2,000 sets	86.05
		1,000 sets	52.95
		500 sets	34.95
691-2	2-Part Pocket	4,000 sets	114.00
		2,000 sets	64.95
		1,000 sets	42.50
		500 sets	27.50
	3-Part Pocket	4,000 sets	148.00
		2,000 sets	86.50
		1,000 sets	52.95
		500 sets	34.95

Separate columns for charges, credits STATEMENTS.

Product	Size	Quantity	Price
100-2 and 102-2	2-Part	4,000	$186.00
		2,000	110.00
		1,000	67.95
		500	38.95
		250	26.50
100-3 and 102-3	3-Part	4,000	293.00
		2,000	169.00
		1,000	99.50
		500	55.95
		250	34.95
772 Env.	Double Window	4,000	82.50
		2,000	47.50
		1,000	26.50
		500	15.50
		250	10.50

Collect money faster CONTINUOUS STATEMENTS.

Product	Size	Quantity	Price
9060-1	1-Part	10,000	$195.00
		6,000	126.00
		4,000	95.00
		2,000	57.50
		1,000	39.95
		500	29.95
9060-2	2-Part	10,000	399.00
		6,000	249.00
		4,000	174.00
		2,000	95.00
		1,000	59.95
		500	39.95
772 Env.	Double Window	10,000	179.00
		6,000	118.00
		4,000	82.50
		2,000	47.50
		1,000	26.50
		500	15.50

LEDGER FOLDERS.

Product 84 - Size 63/8"x91/4".

2,000	$131.00
1,000	73.50
500	41.95
250	23.95

LEDGER CARDS.

Product 83 - Size 63/8"x91/4"/

2,000	$73.50
1,000	42.95
500	26.50
250	16.95

With or without cross lines STATEMENT LEDGER SYSTEM.

Product 97-5 (without cross lines) or Product 93-5 (with cross lines) - Sizes 5½"x8½" detached.

2,000 sets	([illegible],000 billings)	$254.00
1,000 sets	(4,000 billings)	145.00
500 sets	(2,000 billings)	86.50
250 sets	(1,000 billings)	54.50
100 sets	(400 billings)	27.95

Product 721-1 WINDOW ENVELOPE.

4,000	$105.00
2,000	62.50
1,000	34.95
500	21.95

Product 710-1 RETURN ENVELOPE.

4,000	$84.95
2,000	48.95
1,000	28.95
500	18.95

LEDGER "Posting" FILE.

Product 945 - For forms up to 7½"x9½" without index guides - $39.95 each.

Product 45 A-Z INDEX GUIDES - Fit Product 945 Ledger File. Durable pressboard with celluloid tabs for easy reference - $15.95 per set.

Product 944 - For forms up to 6½"x91/4" without index guides - $38.95 each.

Product 44 A-Z INDEX GUIDES - Fit Product 944 Ledger File. Durable pressboard with celluloid tabs for easy reference - $14.95 per set.

PROPOSAL/ACCEPTANCE.

Product 118-3 - Size 8½"x11" detached.

2,000 sets	$173.00
1,000 sets	104.00
500 sets	66.50
250 sets	43.95
100 sets	25.50

PORTABLE FORMS HOLDER.

Product 902 - For forms up to 5½"x9½" - $18.95 each.

Product 904 - For forms up to 8½"x12" - $25.50 each.

WORK ORDER/INVOICE.

Product	Size	Quantity	Price
211-2	2-Part	4,000 sets	$223.00
		2,000 sets	129.00
		1,000 sets	81.95
		500 sets	46.95
		250 sets	32.50
211-3	3-Part	4,000 sets	302.00
		2,000 sets	166.00
		1,000 sets	103.00
		500 sets	62.95
		250 sets	42.95

PRESS N' PRINT STAMPS.

Products 8819-8822 - $12.50 each.

Product 983-1 - $15.50 each.

Product 8824-1 - $16.95 each.

PRESS N'PRINT SIGNATURE STAMP.

Product 977-1 - $18.50 each.

PURCHASE ORDER SETS.

Product	Size	Quantity	Price
90-3	3-Part	2,000	$125.00
		1,000	75.95
		500	49.95
		250	34.95
		100	22.95
90-4	4-Part	2,000	166.00
		1,000	97.95
		500	60.95
		250	41.95
		100	26.50
90-5	5-Part	2,000	217.00
		1,000	126.00
		500	79.50
		250	51.95
		100	32.95
771 Env.	Double Window	2,000	50.95
		1,000	27.50
		500	16.95
		250	11.50
		100	8.50

PURCHASE ORDER BOOKS.

Product	Size	Quantity	Price
87-2	2-Part	2,000 sets	$129.00
		1,000 sets	78.50
		500 sets	46.95
		250 sets	33.95
		100 sets	21.95
87-3	3-Part	2,000 sets	168.00
		1,000 sets	98.95
		500 sets	63.50
		250 sets	43.50
		100 sets	24.95
772 Env.	Double-Window	2,000 sets	47.50
		1,000 sets	26.50
		500 sets	15.50
		250 sets	10.50
		100 sets	6.95

88-2	2-Part	4,000 sets	$82.50
		2,000 sets	47.50
		1,000 sets	26.50
		500 sets	15.50
		250 sets	10.50

3M-POST-IT@ NOTES.

Product 872 - Size 1½"x2". Plain canary stock, 100 sheets per pad - 2 doz. for $11.50.

Product 873 - Size 3"x3". Plain canary stock, 100 sheets per pad - 1 doz. for $11.95 2 doz. for $22.95.

Product 874 - Size 3"x5". Plain canary stock, 100 sheets per pad - 1 doz. for $15.50 2 doz. for $29.50.

Product 875 - TELEPHONE MESSAGE PADS - Size 3"x4". Canary, 50 sheets per pad - 2 doz. for $16.50.

Product 877 OFFICE ACTION LIST. This unique work organizer provides a written record of work to be done, information needed, etc. Size 4"x3". Canary stock, 50 sheets per pad - 1 doz. for $11.95 2 doz. for $22.50.

POST-IT@ NOTE DISPENSER.

Product 972 DISPENSER - $7.50 each.

Product 972-0 DISPENSER (with any Post-it@ Note order) - $4.95 each.

Top-quality, low prices PENS and PENCILS.

Smooth writing #2 lead PENCILS - Product 1266 - 6 doz. for $10.95.

Bic BIRO@ PENS - Medium Point - Product 1267 - Black ink - 6 doz. for $13.50.

Product 1268 - Blue ink - 6 doz. for $13.50.

- Fine Point - Product 1269 - Black ink - 6 doz. for $13.50.

Product 1270 - Blue ink - 6 doz. for $13.50.

Smooth writing BIC ROLLERS.

Medium Point

Product 1271 - Black ink - 1 doz. for $11.50 2 doz. for $22.95.

Product 1272 - Blue ink - 1 doz. for $11.50 2 doz. for $22.95.

Fine Point

Product 1273 - Black ink - 1 doz. for $11.50 2 doz. for $22.95.

Product 1274 - Blue ink - 1 doz. for $11.50 2 doz. for $22.95.

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Myrtice Huff

TITLE Secretary

DEPARTMENT Secretarial Services

ADDRESS Lee Jo Duke Legal Aid Associates
465 Magnolia Terrace
Buford, NY 11667-8742

TELEPHONE NO. (212) 546-5375 ORDER NO. 3001

DATE RECEIVED ______ DATE PROMISED ______

DESCRIPTION OF WORK Complete these purchase order forms.

SPECIAL INSTRUCTIONS Use the information provided. Go by the "sample" that has been completed for you.

WORK ASSIGNED TO ______

DATE COMPLETED ______ PICKED UP ____ DELIVERED ____

APPROVED BY: ______

DECEMBER 2

Purchase Order List - All orders must be filled by January 31 so request that they be delivered January 15. Ship all items by Freight if not ordered from this city. SEE SAMPLE.

#1 P. O. Number 1225

To RDE Business & Office Equipment Co.
Monroe Road Shopping Mall
Cleveland, Georgia 30606 Ordered by Ethridge

Terms: 2/10, N/30

3 Superoller 4-Drawer, 22-in Deep Non-Suspension Steel Files, #R640C8082-A at $109.99 each plus 4% tax.

#2 Order #1226, Current Date
To Roebucvki Table Company
200 Orchard Lane
Buford, New York 11667-8742 Ordered by Duke

Terms: 2/10, N/30

200 Opus, 312 Diskettes at $50.00 per hundred, 1 Roll-Type Printer Table, full length, #R 699cl759, $109.99, 1 Compact Personal Computer Center, R 639cl6668, $99.99. Ship by truck. Compute amount due with 4% tax.

#3 Order #1227, Current Date, Terms: 2/10, N/30

To Machines of the '90's
369-98 West Highland Avenue
Buford, New York 11667-8742 Ordered by Duke

2 Apple 11C Computers with dual disk drives, monitor, 2 Image Writer Printers, and 2 personal computer centers. Total package is $3633.99 plus 3% tax.

#4 To: Hodkinston Used Office Furniture, Terms: 2/20, N/60
100 Parkway Drive, Chicago, Illinois 60606-9542

Ordered by Ellis, Current Date - Order #1228

14 L-shaped maple desks #968, at $60.00 each, 14 desk type drawing lamps #1863, $7 each, 14 swivel leather armless chairs #980 at $60 each, package is subject to 4% tax.

#5 Order #1229, Ordered by Quinones
Current Date, Terms: 2/10, N/30

To McGregor Office Supplies, Incorporated
1999 East 4th Street
Buford, New York 11667-8742

Deliver by truck

1 #00987 IBM Personal Computer, 120 K, Monitor, dual disk drives and center, total is $1987.00 plus 4% tax.

SAMPLE

LEE JO DUKE LEGAL AID ASSOCIATES
465 Magnolia Terrace
Buford, New York 11667-8742

PURCHASE ORDER

No. 1224

This Number Must Appear on All Packages and Papers Relating to This Order.

To: Ev-R Ready Machines, Inc.
Box 1875 Terrace Lance
New York, New York

DATE 11-30-84

Ship To: Lee Jo Duke
Address Above

DATE WANTED	SHIPPED VIA	TERMS
12-1-84	Freight	2/10, N/30

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
2	Century 21, Dual Plate, Cassette Player	$96.00	$192.00
	Tax		7.68
	Amount Due		$199.68

LEE JO DUKE LEGAL AID ASSOCIATES
465 Magnolia Terrace
Buford, New York 11667-8742

PURCHASE ORDER

No.

This Number Must Appear on All Packages and Papers Relating to This Order.

DATE ____________________

To:

Ship To:

DATE WANTED	SHIPPED VIA	TERMS

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT

p 35-43
removed,
duplicate
forms.

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Tikiki Campbell

TITLE Secretary

DEPARTMENT Secretarial Services

ADDRESS Lee Jo Duke Legal Aid Associates
465 Magnolia Terrace
Buford, NY 11667-8742

TELEPHONE NO. (212) 546-5375 ORDER NO. 3002

DATE RECEIVED ______ DATE PROMISED ______

DESCRIPTION OF WORK Type a voucher check to replenish the petty cash fund.

SPECIAL INSTRUCTIONS See my attached note.

WORK ASSIGNED TO ______

DATE COMPLETED ______ PICKED UP ____ DELIVERED ____

APPROVED BY: ______

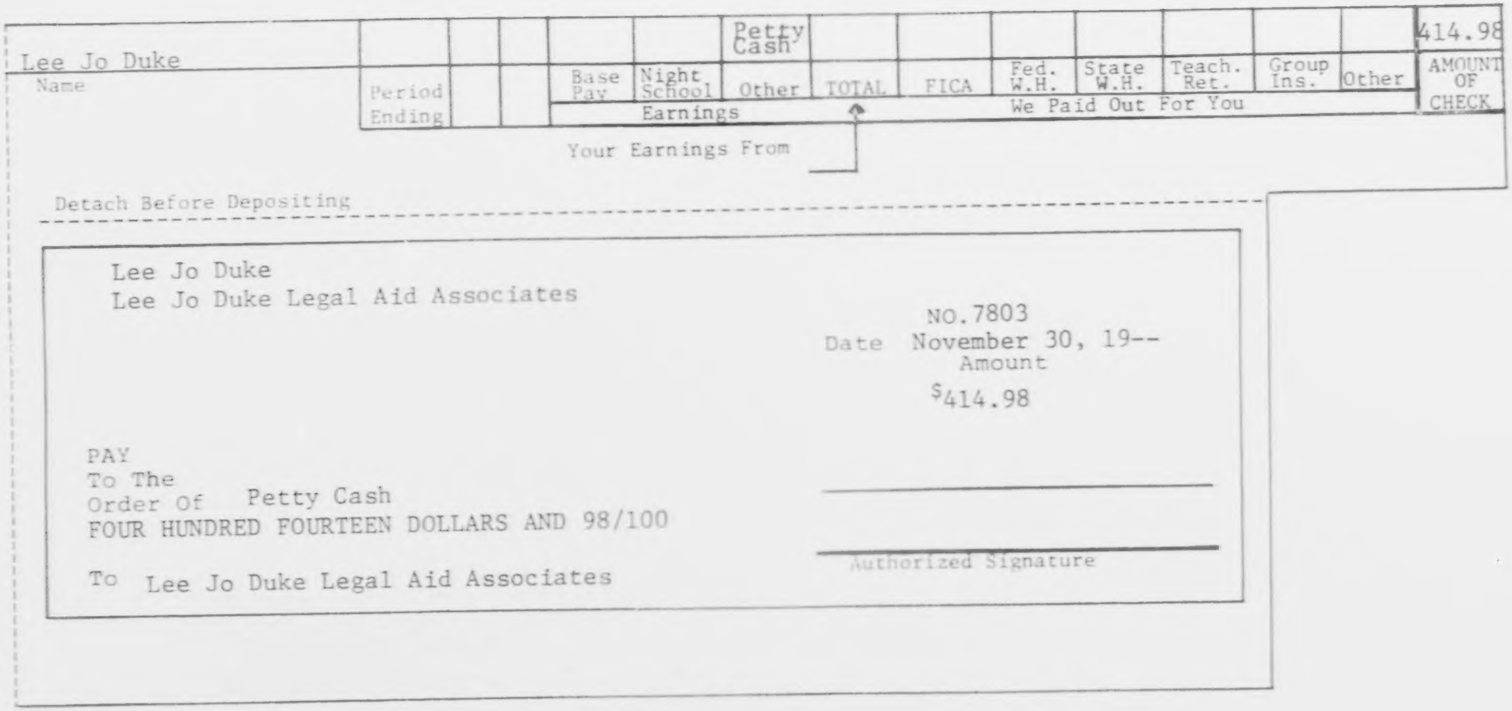
Please look over the Petty Cash Sheet for December, compute amounts to be paid by each attorney, check this with the total for the vouchers, and, if correct, please type checks for each attorney to replenish the fund.

Do not sign the checks. An example to use would be the check written from Mr. Duke to replenish the Petty Cash fund for November.

Put the checks on my desk for my approval before giving them to the attorneys.

Tikiki

Example



Lee Jo Duke						Petty Cash								414.98
Name	Period Ending			Base Pay	Night School	Other	TOTAL	FICA	Fed. W.H.	State W.H.	Teach. Ret.	Group Ins.	Other	AMOUNT OF CHECK
				Earnings				We Paid Out For You						

Your Earnings From

Detach Before Depositing

Lee Jo Duke
Lee Jo Duke Legal Aid Associates

NO.7803
Date November 30, 19--
Amount
$414.98

PAY
To The
Order Of Petty Cash
FOUR HUNDRED FOURTEEN DOLLARS AND 98/100

To Lee Jo Duke Legal Aid Associates

Authorized Signature

LEE JO DUKE LEGAL AID ASSOCIATES

PETTY CASH FUND

For the Month of December 19--

Date	To be Replenished by				Purchases	Amount	Balance on Hand
	Duke	Ethridge	Ellis	Quinones			
							$1500.00
December 1		x			Stamps - Post Office	10.00	1490.00
December 5		x			Envelopes - McGregor Company	3.00	1487.00
			x		Stamps - Post Office	30.00	1457.00
				x	Stamps - Post Office	18.00	1439.00
December 6	x				Doz. #2 Pencils - McGregor Co.	1.25	1437.75
December 8	x				3 rms. Legal Paper - McGregor	17.50	1420.25
			x		PC Table - Lux Computer Co.	175.00	1245.25
		x			Legal Journal - Johnson Co.	6.50	1238.75
	x				Staff Luncheon - Morrisons	78.00	1160.75
December 10				x	Cash	20.00	1140.75
December 11				x	Doz. Diskettes - McGregors	38.00	1102.75
	x				Doz. Diskettes - McGregors	38.00	1064.75
December 13			x		Doz. Legal Pads - McGregors	6.00	1058.75
		x			Doz. Disk-Coders - McGregors	59.00	999.75
December 15		x			Disk Case- Global Company	18.95	980.80
			x		Taxi Service - Yellow Cab	10.00	970.80
December 18	x				Delivery Expense - UPS	68.93	901.87
December 21	x				Gifts for Staff - Rich's	500.00	401.87
December 23				x	Xmas Decorations - K-Marts	89.07	312.80
December 23				x	Staff Dinner - Old Hickory	303.50	9.30

Bobby Ellis														
Name	Period Ending			Base Pay	Night School	Other	TOTAL	FICA	Fed. W.H.	State W.H.	Teach. Ret.	Group Ins.	Other	AMOUNT OF CHECK
				Earnings				We Paid Out For You						

Your Earnings From

Detach Before Depositing

Bobby Ellis
Lee Jo Duke Legal Aid Associates

NO. 421

Date

Amount
$

PAY
To The
Order Of

To

Authorized Signature

Earl Quinones														
Name	Period Ending			Base Pay	Night School	Other	TOTAL	FICA	Fed. W.H.	State W.H.	Teach. Ret.	Group Ins.	Other	AMOUNT OF CHECK
				Earnings				We Paid Out For You						

Your Earnings From

Detach Before Depositing

Earl Quinones
Lee Jo Duke Legal Aid Associates

NO. 1300

Date

Amount
$

PAY
To The
Order Of

To

Authorized Signature

Lee Jo Duke														
Name	Period Ending			Base Pay	Night School	Other	TOTAL	FICA	Fed. W.H.	State W.H.	Teach. Ret.	Group Ins.	Other	AMOUNT OF CHECK
				Earnings					We Paid Out For You					

Your Earnings From

Detach Before Depositing

Lee Jo Duke
Lee Jo Duke Legal Aid Associates

NO. 7890

Date

Amount
$

PAY
To The
Order Of

To

Authorized Signature

Ronald D. Ethridge

Name

Period Ending			Base Pay	Night School	Other	TOTAL	FICA	Fed. W.H.	State W.H.	Teach. Ret.	Group Ins.	Other	AMOUNT OF CHECK
			Earnings				We Paid Out For You						

Your Earnings From

Detach Before Depositing

Ronald D. Ethridge
Lee Jo Duke Legal Aid Associates

NO. 289

Date

Amount
$

PAY
To The
Order Of

To

Authorized Signature

Name	Period Ending			Base Pay	Night School	Other	TOTAL	FICA	Fed. W.H.	State W.H.	Teach. Ret.	Group Ins.	Other	AMOUNT OF CHECK
				Earnings				We Paid Out For You						

Your Earnings From

Detach Before Depositing

NO.

Date

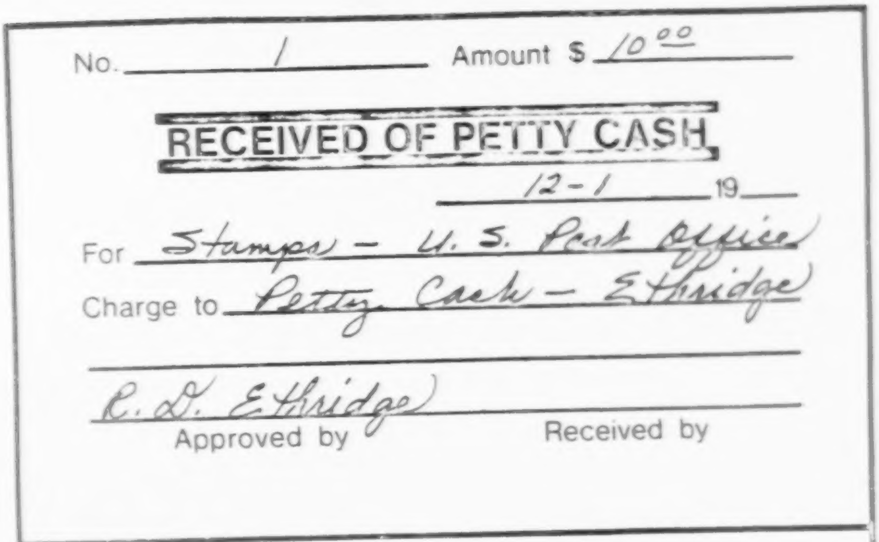
Amount

$

PAY
To The
Order Of

To

Authorized Signature



No. 1 Amount $ 10^00

RECEIVED OF PETTY CASH

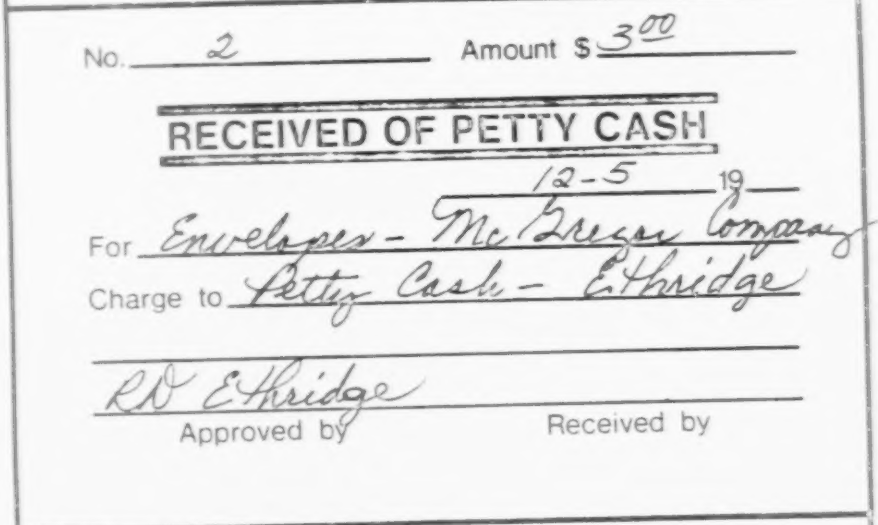
12-1 19__

For Stamps - U. S. Post Office

Charge to Petty Cash - Ethridge

R. D. Ethridge

Approved by Received by



No. 2 Amount $ 3^00

RECEIVED OF PETTY CASH

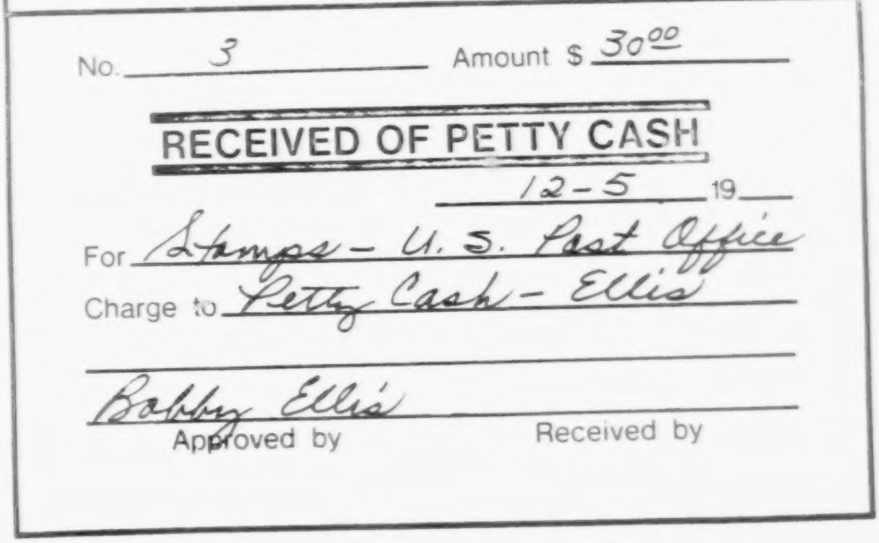
12-5 19__

For Envelopes - McGregor Company

Charge to Petty Cash - Ethridge

RD Ethridge

Approved by Received by



No. 3 Amount $ 30^00

RECEIVED OF PETTY CASH

12-5 19__

For Stamps - U. S. Post Office

Charge to Petty Cash - Ellis

Bobby Ellis

Approved by Received by

No. 4 Amount $ 18.00

RECEIVED OF PETTY CASH

12-5 19

For Stamps - U.S. Post Office

Charge to Petty Cash - Quinones

Earl Quinones

Approved by Received by

No. 5 Amount $ 1.25

RECEIVED OF PETTY CASH

12-6 19

For Pencils - Mc Gregor Company

Charge to Petty Cash - Duke

Lee J. Duke

Approved by Received by

No. 6 Amount $ 17.50

RECEIVED OF PETTY CASH

12-8 19

For Legal paper - Mc Gregor Company

Charge to Petty Cash - Duke

Lee J. Duke

Approved by Received by

No. 7 Amount $ 175 00

RECEIVED OF PETTY CASH

12-8 19

For Table - Lux Computer Company

Charge to Petty Cash - Ellis

Bobby Ellis

Approved by Received by

No. 8 Amount $ 6 50

RECEIVED OF PETTY CASH

12-8 19

For Legal Journal - Johnson Company

Charge to Petty Cash - Ethridge

Edd Ethridge

Approved by Received by

No. 9 Amount $ 78 00

RECEIVED OF PETTY CASH

12-8 19

For Staff Luncheon - Morrisons

Charge to Petty Cash - Duke

Lee J. Duke

Approved by Received by

No. 10 Amount $ 20.00

RECEIVED OF PETTY CASH

12-10 19__

For Earl Quinones - Cash

Charge to Petty Cash - Quinones

Earl Quinones

Approved by Received by

No. 11 Amount $ 38.00

RECEIVED OF PETTY CASH

12-11 19__

For Diskettes - Mc Gregor Company

Charge to Petty Cash - Quinones

Earl Quinones

Approved by Received by

No. 12 Amount $ 38.00

RECEIVED OF PETTY CASH

12-11 19__

For Diskettes - Mc Gregor Company

Charge to Petty Cash - Duke

Lee J. Duke

Approved by Received by

No. 13 Amount $ 6.00

RECEIVED OF PETTY CASH

12-13 19__

For Legal Pads - McGregor Company

Charge to Petty Cash - Ellis

Bobby Ellis

Approved by Received by

No. 14 Amount $ 59.00

RECEIVED OF PETTY CASH

12-13 19__

For Disk Holders - McGregor Company

Charge to Petty Cash - Ethridge

R. D. Ethridge

Approved by Received by

No. 15 Amount $ 18.95

RECEIVED OF PETTY CASH

12-15 19__

For Disk Case - Global Company

Charge to Petty Cash - Ethridge

R. D. Ethridge

Approved by Received by

No. 16 Amount $ 10.00

RECEIVED OF PETTY CASH

12-15 19__

For Taxi Service - Yellow Cab Company

Charge to Petty Cash - Ellis

Bobby Ellis

Approved by Received by

No. 17 Amount $ 68.93

RECEIVED OF PETTY CASH

12-18 19__

For Delivery Expense - UPS

Charge to Petty Cash - Duke

Lee J. Duke

Approved by Received by

No. 18 Amount $ 500.00

RECEIVED OF PETTY CASH

19__

For Gifts for staff - Rich's

Charge to Petty Cash - Duke

Lee J. Duke

Approved by Received by

No. 19 Amount $ 89^{07}

RECEIVED OF PETTY CASH

12-23 19

For Xmas gifts & decorations - K-Mart

Charge to Petty Cash

Earl Quinones

Approved by Received by

No. 20 Amount $ 303^{50}

RECEIVED OF PETTY CASH

12-23 19

For Staff dinner - Old Hickory Restaurant

Charge to Petty Cash - Quinones

Earl Quinones

Approved by Received by

No. Amount $

RECEIVED OF PETTY CASH

19

For

Charge to

Approved by Received by

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

W O R K O R D E R

NAME Tikiki Campbell

TITLE Secretary

DEPARTMENT Secretarial Services

ADDRESS Lee Jo Duke Legal Aid Associates
465 Magnolia Terrace
Buford, NY 11667-8742

TELEPHONE NO. (212) 546-5375 ORDER NO. 3003

DATE RECEIVED ______ DATE PROMISED ______

DESCRIPTION OF WORK Here are some telephone calls that we recently received. Record each message accurately on the attached forms.

SPECIAL INSTRUCTIONS ______

WORK ASSIGNED TO ______

DATE COMPLETED ______ PICKED UP ____ DELIVERED ____

APPROVED BY: ______

TELEPHONE MESSAGE #1

Secretary: "Hello, Lee Jo Duke Legal Aid Associates, may I help you?"

Caller: "Yes, this is Jennifer Howard from the Cartersville County Office, may I speak to Mr. Earl Quinones?"

Secretary: "I'm sorry, Mr. Quinones will not be in this week, he is in Washington attending an important conference. Can someone else assist you, Ms. Howard?"

Caller: "I guess not, but please ask him to call me at the Cartersville County Office. The number is Area Code 312-543-9867. Tell him that I need to discuss the letters that were mailed to us on Wednesday regarding Mr. Philmore Wright."

Secretary: "I am expecting him to call later today and I will give him your message at that time."

Caller: "I shall be leaving my office in about ten minutes but will be here after 1:30 tomorrow afternoon. The remainder of this week I will be here from 8 to 5 daily."

Secretary: "Yes, Ms. Howard. He will contact you as soon as possible.

Caller: "Thank you very much."

December 17 at 11:30 a.m.

TELEPHONE MESSAGE #2

Secretary: "Good Morning, Lee Jo Duke Legal Aid Associates, May I help you?"

Caller: "I hope so, my pet boa just got beaten real bad and I was wondering if Mr. Duke is in. He is the one who represented me a year ago when he was beaten by a friend who did not know that he was my pet."

Secretary: "Mr. Duke is in court at the moment. This particular case will take a couple of hours but I would be happy to put you through to Mr. Ellis who is on our staff here."

Caller: "I would prefer Mr. Duke. Has this Ellis fellow ever worked on a case similar to mine?"

Secretary: "I am not sure, but he can be reached momentarily, would you like to speak with him?"

Caller: "No, I will take my chances. Tell Mr. Duke to call me."

Secretary: "May I have your name and number please?"

Caller: "My name is Lloyd M. Johnson and my number is 357-8796."

Secretary: "I will give him the message. It is 11:30 now but you may expect to hear from him before 2 o'clock."

Caller: "In the meantime, what must I do with my boa?"

Secretary: "Maybe a veterinarian would be able to advise you."

Caller: "Yeah, maybe so, bye."

December 18 at 11:30 a.m.

TELEPHONE MESSAGE #3

Secretary: "Good afternoon, Lee Jo Duke Legal Aid Associates."

Caller: "Good afternoon, this is Mrs. Alma Jenkins. I used Mr. Quinones three years ago when I got my divorce and I was wondering if he is still working with your company."

Secretary: "Yes, Mr. Quinones does work here; however, he is not in this afternoon."

Caller: "When do you expect him to be back in the office?"

Secretary: "We expect him back tomorrow afternoon at the latest."

Caller: "That is a little longer that I had anticipated. Can he be reached from another number?"

Secretary: "He will call later on today to give us the phone number at his hotel. I shall be happy to ask him to call you at his earliest convenience."

Caller: "Oh, I did not realize that he was out-of-town. Just tell him that I called and would appreciate it very much if he would return my call."

Secretary: "Certainly, Mrs. Jenkins, would you give me your number please?"

Caller: "My number is 679-9800. Tell him that it is very important.

Secretary: "I will certainly tell him"

Caller: "Thank you very much."

December 19 at 1:30 p.m.

PHONE MEMO FORM

TO

DATE

TIME

FROM

AREA CODE

NUMBER

OF

MESSAGE

TAKEN BY

PHONED __

CALL BACK __

RETURNED CALL __

WANTS TO SEE YOU __

WILL CALL AGAIN __

65-70
Remove duplicate forms.

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Myrtice Huff

TITLE Secretary

DEPARTMENT Secretarial Services

ADDRESS Lee Jo Duke Legal Aid Associates
465 Magnolia Terrace
Buford, NY 11667-8742

TELEPHONE NO. (212) 546-5375 ORDER NO. 3004

DATE RECEIVED ______ DATE PROMISED ______

DESCRIPTION OF WORK Here are the drafts of three sales agreements. Type them in final form making all of the changes indicated. Use attached legal forms.

SPECIAL INSTRUCTIONS See my attached note for additional information.

WORK ASSIGNED TO ______

DATE COMPLETED ______ PICKED UP ____ DELIVERED ____

APPROVED BY: ______

These agreements are due today. Use 1½" side margin and 1" bottom margin.

Double space and do not type outside of the lines.

Place completed work on my desk. Don't forget to proofread. Ask questions if you are in doubt.

Myrtice

Sale Agreement #1, Draft

COBB COUNTY
NEW YORK > no space

SALE AGREEMENT

→10 Know all men by these presents, that I, Calvin EOps of 235 Glenhaven avenue, Buford, NewYork, 11746-7412, do agree to purchase the following described automobile:

ss
1984 Lincoln Continental, Metalic Blue
Two-door with wire wheels, AM-FM, Radio Stereo Cassette System with six speakers, reclining front and back seats, all leather interior, heat and air conditioning systems. The total mileage on the car as of todate which is November 30, 19-- (Current year) is 2000miles (two thousand miles).

from Alberta Walker of 479 East Haven Stree t, Bufford, New York, 11746-7412.

→10 It is solely agreed upon by both the buyer and the purcher as that the fare ir price of $13,500.00 shall be paid thusly: Two thousand dollars shall be paid as a down payment and monthly payment s of three hundred dollars American currency ($300) shall be paid until said debt is zero.

→10 If for some reason, illness, negligence of two payments or death, the said automobile shall be returned to its former owner. All payments are due the first day of each month beginning December, 1984 stet or (Current Year)

→10 THIS AGREEMENT IS SIGNED, SEALED AND DELIVERD E IN THE PRESENCE OF Mr. Lee Jo Duke, Senior Attorney, Lee Jo Duke Legal Aid Associates on this Fifteenth day of November in the year of our Lord, Nineteen hundred and ~~Eighty-Four~~. Current year

Delete

Buyer Date

Seller Attorney

Sale Agreement #1, Draft (Continued)

Page 2

This instrument shall be regarded as authentic and is in entire agreement between the parties hereto and no modification of this agreement s shall be binding unless attached hereto and signed by the parties 1 space in this contract.

Signed________________________ Date________________
Buyer

Signed________________________ Date________________
Seller

Witness:______________________ ________________ Date
Lee Jo Duke, ATTORNEY - AT-LAW

Witness:______________________ ________________ Date
Tikiki Campbell, Secretary

Sale Agreement #2, Draft

COBB COUNTY
NEW YORK → no space

Spread Heading → SALE AGREEMENT

The undersigned purchaser agrees to buy, and the undersigned seller agr‸ees to sell the following described property:

Four bedroon double wide trailer‸ home. Serial No. ST098-9876

The improvements thereon considt of new tile in both bathrooms, new fixtures on faucets and new lighting fixtures in the den area.

In~~l~~cluded as part of such property are all heating and water equipment, ligh~~t~~ting fixtures and TV antenna attached thereto and all plants ~~s~~designed for the decor.

DS

The purchase price of said property shall be: Eight thousand Five Hundred Dollars in American Money ($8500.00).

The purchaser agrees~~s~~ that he will pay for the preparation of any note and security deed provided for herein, for the recording of the warranty # deed and any security deed and for any intangible tax on such security deed.

This agreement mad‸e the 3rd day of November,19(Current Year) under the laws of the state of New York between Herbert Barden‸, Buyer, and Jesse Jones, Seller, 345 Ashby Street, Buford, New York 11746-7412.

Signed______________________________ Date________________
Buyer

Signed______________________________ Date________________
Seller

Witness:____________________________ Date________________
Bobby Ellis, Attorney-At-Law

DS

Witness: ____________________________ Date ________________

Place Seal Here

Sale Agreement #3, Draft

COBB COUNTY
NEW YORK } no space

spread → sale agreement

I, Bertha King, of 317 Magnolia Terrace, Buford, New York 11746-7412, do agree to pay Mark Petry, the sum of Three Hundred Dollars (American) for an ice maker, Westinghouse Model #76S02, rust tone refrigerator.

74-L Rolling Ridge Drive, Buford, New York 11746-7412

The refrigerator is to be delivered to my home within two days after payment.

All delivery expensis are to be taken care of by the seller, Mark Petry. He will also place the refrigerator in my home and verify that it is in good working condition before departing.

Should there be some malfunctioning of tihs appliance withing sixty days after delivery, the seller will pay to have it repaired.

This contract is in agreemt with both the buyer and the seller and no modification shall be binding unless attached hereto and signed by all parties to this agreemtn. No representation, promise, or inducement not included in this agreement shal be binding uppon any party hereto.

Signed______________________________ Date_______________________
Buyer

Signed______________________________ Date_______________________
Seller

In Witness thereof this day Twenthy first ~~day~~ of November in the year of our lord, Nineteen hundred and eighty four. or current year

Witness:______________________________________ Date_________
Bobby Ellis, Attorney-at-Law

Witness:______________________________________ Date_________
Tikiki Campbell, Sectetary

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Myrtice Huff

TITLE Secretary

DEPARTMENT Secretarial Services

ADDRESS Lee Jo Duke Legal Aid Associates
465 Magnolia Terrace
Buford, NY 11667-8742

TELEPHONE NO. (212) 546-5375 ORDER NO. 3005

DATE RECEIVED ______ DATE PROMISED ______

DESCRIPTION OF WORK Type the power of attorney in correct legal form from the cassette tape.

SPECIAL INSTRUCTIONS Get the tape from your supervisor. See my note for additional instructions. Use the legal forms that are provided.

WORK ASSIGNED TO ______

DATE COMPLETED ______ PICKED UP ____ DELIVERED ____

APPROVED BY: ______

Listen to the recordings before you begin. Make sure that you understand every word said. Use a 1½" top margin, 1" side and bottom margins. Use double spacing and no errors.

Myrtice Hogg

p 79-80

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

W O R K O R D E R

NAME Myrtice Huff

TITLE Secretary

DEPARTMENT Secretarial Services

ADDRESS Lee Jo Duke Legal Aid Associates
465 Magnolia Terrace
Buford, NY 11667-8742

TELEPHONE NO. (212) 546-5375 ORDER NO. 3006

DATE RECEIVED ________ DATE PROMISED ________

DESCRIPTION OF WORK Here are the drafts of three wills. Type them in correct legal form.

SPECIAL INSTRUCTIONS See my attached note for additional information. Use the legal forms provided.

WORK ASSIGNED TO ________

DATE COMPLETED ________ PICKED UP ____ DELIVERED ____

APPROVED BY: ________

These drafts need to be completed today. Read over them carefully. Ask questions if you are in doubt. Use a 1½" top margin, 1" bottom margin; and do not type outside of the lines. You may use your judgment for spacing. Absolutely no noticeable corrections and no errors are allowed on these wills.

Let me see them when you finish.

Myrtice

LAST WILL AND TESTAMENT OF
GUYE JAMISON, SR.

I, Guye Jamison, Sr., of the Manhattan East Nursing Home, in Buford New York ~~Conyers~~, ~~Georgia~~ do hereby leave all of my earthly ~~belongings~~ Possessions to Mrs. Deborah Hodges.

It is to be understood that she will take care of my dog, Spot, for as long as he lives. Should she precede him in death, Spot is to be given to the Manhattan East Nursing Home to serve as a watch dog and pet for as long as he lives.

I do hereby declare that this be my Last Will and Testament on this Fifth Day of December, Nineteen Hundred and (Current Year).

Signed by ______________________________

Date ______________________________

Witnesses:

______________________________ Date ____________________

______________________________ Date ____________________

______________________________ Date ____________________

LAST WILL AND TESTAMENT
OF
LOLEETA JO BORONI

I, Loleeta Jo Boroni, being of sound mind but with a slightly unsound body, do here declare that this be my last will and testament.

It is my desire to be cremated with my ashes deposited at Lake Sidney Lanier in Ganiesville, Georgia. All fees for expenses which will occor in order to properly dispose of my body are to be paid from my checking account before giving what is left thereof to The Senior Citizen Organization of Dudley Park located on the Oconee River in Athens, Georgia.

These funds are to be used to transport senior citizens, especially those in wheel chairs and with walkers.

My entire savings are to be given to The Cancer Society located on Milledge Avenue in Athens, Georgia, in appreciation for all of the services provided us in the past.

All furniture, appliances and clothing is to be given to the Mount Olive Seventh-day Adventist Church along with my ranch located on the 4 mile estate off of the Spring Lake Road in ~~Athens, Georgia~~. Buford, New York

My attorney, Earl Quinones ~~Samuel Jallah~~, is duly charged to carry out this my Last Will and Testament to the letter. There are to be absolutely no deviations.

This will was witnessed by the following people:

_______________ Date _______________

_______________ Date _______________

_______________ Date _______________

on the First Day of December ~~September~~ in the year of our Lord Nineteen Hundred and ~~Eighty-Four~~. Current Year

Signed by _______________

(SEAL)

Date _______________

LAST WILL AND TESTAMENT
OF
RICHARD MARSHAL

TS

stet ~~Off~~ I, Richard Marshall of 9747 Zebton Drive, in the ~~county~~ of ~~clarke~~ Cobb, City of ~~Athens~~ Buford, State of ~~Georgia~~, New York hereby declare that this be my last will and treatment.

I am married to Rochell Carolyn Marshall. We are the parents of five children, Richard Marshall, Jr., Lee Marshall, ~~Jr.~~, Joyce Elaine Marshall, Agnes Rochell Marshall and Julius Paul Marshall.

My remains are to be dispensed of by Evereet Welcoming Funeral Parlor. All details of my debts have been taken care of by me prior to this writing.

I direct that all my property be divided as follows: To my wife, Rochell Carolyn my life insurance premium of 125,000, the family home, and the cabin located at 21 Pine Top in Orange bug, South Carolina and $38,000.

To my son, Richard, my stock in BiLo #45 and $38,000.

To my son, Lee, all of my fishing equipment, my hunting equipment, and $38,000.

To my daughter, Joyce, my novelty shop, "This Is It", and $38,000.

To my daughter, Agnes Rochell, all of my jewelry which includes: a 2.5 carat ruby birthstone ring, two jade ~~stones~~ pins weighing a pound each and $38,000.

To my son Julius Paul, $50,000 # toward his college education and graduate work, an allowance of $3000.00 per month until he is 29 years old and $5,000.

I hereby appoint Peggy Linston executrix of my Last Will and Testament. She is to serve without bond.

I set my hand and seal to this, my Last Will and Testament, on this eighteenth day of ~~September~~ December, 1984, or (current year) at ~~Athens~~s, ~~Georgia~~. Buford, New York

____________________ __________Date____________________
Richard Marshall, Sr.

____

The above Will was signed by Richard Marshall, Sr., in our presence. He was of sound mind and declared to us that this instrument was his Last will and testament.

Ronald D. Ethridge Myrtice Hoff - Witness Date

p 86-93
Pages 87-93 removed.
Duplicat
forms.

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Tikiki Campbell

TITLE Secretary

DEPARTMENT Secretarial Services

ADDRESS Lee Jo Duke Legal Aid Associates
465 Magnolia Terrace
Buford, NY 11667-8742

TELEPHONE NO. (212) 546-5375 ORDER NO. 3007

DATE RECEIVED ________ DATE PROMISED ________

DESCRIPTION OF WORK Type these endorsements on five blank legal backs using the information provided for the wills you typed in the previous task. Type the information with a single space below the drawn lines and a double space after. Center headings

SPECIAL INSTRUCTIONS as shown on the example. Get the legal backs from your supervisor.

WORK ASSIGNED TO ________

DATE COMPLETED ________ PICKED UP ____ DELIVERED ____

APPROVED BY: ________

EXAMPLE

1½

Line 10

LAST WILL AND TESTAMENT

of

DORIS WOOTEN

Line 34

December 6, 19--

Line 37

LEE JO DUKE LEGAL AID ASSOCIATES
465 Magnolia Terrace
Buford, New York 11667-8742

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Tikiki Campbell

TITLE Secretary

DEPARTMENT Secretarial Services

ADDRESS Lee Jo Duke Legal Aid Associates
465 Magnolia Terrace
Buford, NY 11667-8742

TELEPHONE NO. (212) 546-5375 ORDER NO. 3008

DATE RECEIVED ____________ DATE PROMISED ____________

DESCRIPTION OF WORK Complete the attached forms using the information provided.

SPECIAL INSTRUCTIONS ____________

WORK ASSIGNED TO ____________

DATE COMPLETED ____________ PICKED UP ____ DELIVERED ____

APPROVED BY: ____________

These forms must be completed today. A sample is included for the past-due forms. The Claim Data Forms are self-explanatory. Type slightly above the lines and make neat corrections.

Ask questions if you can't read the handwriting. Let me have these forms as soon as you complete them.

Tikiki

78

Bobby Ellis's Clients 12-20-84

① Ms. Carol Cofer $\$18^{00}$
147 East Fifth Avenue Due Jan. 5
Buford, New York 11743-7472

② Mrs. Evelyn Stewart $\$141^{00}$
796 - East Calvert Street
Buford, New York 11747-7472

③ Mr. Miles Davis $\$38^{70}$
237 Millertime Lane
Buford, New York 11746-7472

④ Mr. George Watson $\$237^{50}$
772 Parklane Way
Buford, New York 11746-7472

⑤ Mrs. Brister Hightower $\$47^{00}$
1270 Marlow Lane
Buford, New York 11747-7472

⑥ Ms. Madeline McCrary $\$78^{00}$
40-2 Oakdale Street
Buford, New York 11747-7472

⑦ Mrs. Bertha King $\$5^{\underline{87}}$
317 Magnolia Terrace
Buford, New York 11746-7412

⑧ Mr. Lee Milklin $\$196^{\underline{00}}$
740 Grove Street
Buford, New York 11746-7412

Ethridge's Clients 12-20-84
Date Due Jan. 5

① Bobby Billups $\$18^{\underline{50}}$
1478 West Ward Way
Buford, NY 11746-7214

② Starsky Miller $\$144^{\underline{00}}$
1478-1 East Ward Way
Buford, NY 11746-7214

③ Jesse Cox $\$249^{\underline{00}}$
1944 Oxford Lane
Buford, NY 11746-7214

④ Laura Freeman (Ms) 100^{50}
1210 Gaines Road
Buford, NY 11746-7214

⑤ Johnny Simmons $27^{50}
148 Third Street
Buford, NY 11746-7214

Mr. Duke's Clients 12-20-84
Acc 1-5

① Kenney Hunter $13^{50}
1413 South Pander Ave.
Buford, New York 11746-7214

② Dolly Calvert (Ms) $5^{50}
174 Carol Drive
Buford, NY 11746-7214

③ Mandy Williams (Ms) 135^{00}
235 Oak Ridge Way
Buford, NY 11746-7214

④ Jenny Stewart (Ms) 18^{50}
170 Aztec Lane
Buford NY 11746-7214

CLIENT DATA FORM

① Elliott Marsh Born 09-19-40
1748-C Winston Place
Buford, NY 11746-7412

Brick Mason
Good Health
No handicap
Completed 12th grade
$29,000 Annual Income

Complaint
Customer refused to pay for new room addition - $3,700. Claims that work was substandard.

Mr. Ethridge took case
December 3, 1984 or current year

Charge - $50.00

CLIENT DATA FORMS

② Ms. Ossie Stephens Born 1-20-40
417 Grove Avenue
Buford, NY 11742- 7313

Social Worker
Physical Condition Excellent
Blind in one eye
Income 9001 - 10,000
Complaint
Divorce on the ground of mental cruelty and adultery

Case taken by Ellis 12-19-84 or current year.

Charge $\$12^{\underline{50}}$

③ Daniel Villanueva Born October 28, 1942
2047 Broad Acres Place
Buford, NY 11746-7241

School Principal, Ph.D.
Good Health
No handicaps
Income $29,000 per year
COMPLAINT: accused of molesting a student
Case taken by Duke 12-19-84 (or current years)
Charge $\$1750^{\underline{00}}$

Amount Charged ______

LEE JO DUKE LEGAL AID ASSOCIATES

765 Magnolia Terrace
Buford, New York 11667-8742

Client ______________________________

Address ______________________________
Street City State ZIP

Occupation ______________________________

Date of Birth ____________________ Present Age __________

Physical Condition ___ Excellent ___ Good ___ Poor

Nature of Handicap ______________________________

Education ______________________________

Personal Income:

0 - 6000 ___
6001 - 9000 ___
9001 - 10,000 ___
10,000 - 12,000 ___
Over 12,000 ___

Brief description of complaint or situation:

____

____

Action Taken: ______________________________

Attorney ______________________________

Date ______________________________

p103-107
Pages 104-107 removed, duplicate forms.

SAMPLE

LEE JO DUKE LEGAL AID ASSOCIATES
765 Magnolia Terrace
Buford, New York 11667-8742

Date 12-20-84

Dear Ms. Stewart:

Please be reminded that your account is past due. We are sure that this is just an oversight so please remit the amount of $ 18.50 by January 5 1985 so that we can clear your account and balance our books. Your attention to this matter would be highly appreciated.

Lee Jo Duke
Attorney

LEE JO DUKE LEGAL AID ASSOCIATES
765 Magnolia Terrace
Buford, New York 11667-8742

Date 11-15-84

Dear Mrs. Brown:

Please be reminded that your account is past due. We are sure that this is just an oversight so please remit the amount of $ 46.00 by December 51985 so that we can clear your account and balance our books. Your attention to this matter would be highly appreciated.

Lee Jo Duke
Attorney

LEE JO DUKE LEGAL AID ASSOCIATES
765 Magnolia Terrace
Buford, New York 11667-8742

Date __________

Dear ____________________

Please be reminded that your account is past due. We are sure that this is just an oversight so please remit the amount of $ _______________by ______________19___ so that we can clear your account and balance our books. Your attention to this matter would be highly appreciated.

____
Attorney

LEE JO DUKE LEGAL AID ASSOCIATES
765 Magnolia Terrace
Buford, New York 11667-8742

Date __________

Dear ____________________

Please be reminded that your account is past due. We are sure that this is just an oversight so please remit the amount of $ _______________by ______________19___ so that we can clear your account and balance our books. Your attention to this matter would be highly appreciated.

____
Attorney

109-115
Page 110-115
removed,
duplicate
forms.

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

W O R K O R D E R

NAME Susan Quisan

TITLE Secretary

DEPARTMENT Secretarial Services

ADDRESS Young Brothers and Associates
9821 Cole Drive
Lilburn, GA 30247

TELEPHONE NO. (404) 768-3867 ORDER NO. 3009

DATE RECEIVED ________ DATE PROMISED ________

DESCRIPTION OF WORK Compile itineraries for three managers who are attending a seminar in Denver, Colorado.

SPECIAL INSTRUCTIONS Using the attached list of meeting for the Denver conference and an airline timetable, type itineraries for Joe Montana, Marketing Manager, Sally Snow, Finance Representative, and Jonathon Etheridge, Management Director.

WORK ASSIGNED TO ________

DATE COMPLETED ________ PICKED UP ____ DELIVERED ____

APPROVED BY: ________

All three managers will fly to Denver together in the afternoon of November 15 and return the morning of November 17. They will be staying at the Denver Mariott. Each representative will attend the morning and afternoon meetings each day in their field.

SCHEDULE OF MEETINGS

WORKING THROUGH THE HOLIDAYS

November 16, 1984

Marketing Meetings

9:00-10:45	Christmas Packaging	Mr. Bob Johnson
2:00- 4:00	Festive Advertising	Mrs. Joan Cooper

Finance Meetings

8:00-9:30	Low-Cost, Effective Advertising	Mr. Jon Miller
12:30-2:00	Rebudgeting Holiday Funds	Mr. Al Robinson

Management Meetings

10:30-12:00	Keeping Workers on Task During the Holidays	Mr. Jodi Adams
2:30- 4:10	When to Give a Christmas Bonus	Mr. Paul Crawford

Public Relations Meetings

8:30-9:45	Spreading the Spirit of Christmas	Ms. Sally Long
1:30-3:00	New Ideas for Charity Fundraisers	Mrs. Lisa Jackson

November 17, 1984

Marketing Meetings

8:00-10:00	Christmas Sales	Ms. Anna Hamilton
1:00- 3:00	Santa--The World's Best Salesman	Mrs. Pat Jones

Finance Meetings

7:30-9:00	Holiday Bonuses-How Much is Enough?	Mr. Bill Howards
2:30-4:00	Increases in Holiday Income	Mr. Robert Brown

Management Meetings

9:00-10:45	Gathering Up Loose Ends Before the Holiday	Mrs. Susan Greene
12:30- 2:00	How Santa Manages the Elves	Mr. Mike Sievert

Public Relations Meetings

10:00-11:30	How to Spark Public Interest	Mr. Steve Hammer
3:00- 4:30	The International Fascination with Santa Claus	Mr. Joe Williams

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Joey T. Thrash

TITLE Bookkeeper

DEPARTMENT Accounting

ADDRESS Gwinnett Sanitation
2876 Clutter Boulevard
Snellville, GA 30244

TELEPHONE NO. (404) 325-7890 ORDER NO. 3010

DATE RECEIVED ____________ DATE PROMISED ____________

DESCRIPTION OF WORK Set up and maintain a petty cash fund for your office. At the end of the week, total each column and determine the new cash balance.

SPECIAL INSTRUCTIONS Maintain the petty cash fund and the records that go with the fund. Write vouchers for all money that is paid out of the fund; record the transactions in the petty cash book. (SEE ATTACHED NOTE FOR ADDITIONAL INFORMATION).

WORK ASSIGNED TO ____________

DATE COMPLETED ____________ PICKED UP ____ DELIVERED ____

APPROVED BY: ____________

The fund was established on October 10 with a check for $100.00. The attached list shows all of the vouchers that you wrote for that week. At the end of the week, total your petty cash book and rule the totals. Then find the cash balance as of the end of the day on October 15 and record that amount in your book.

VOUCHERS WRITTEN
FOR THE WEEK OF 10/10-10/15

Voucher Number	Date	Amount	Explanation	Type of Expense
1	10/10	$ 1.75	paper clips	Office
2	10/10	10.00	stamps	Delivery
3	10/11	6.75	lunch with a client	Entertainment
4	10/12	1.25	coffee with a client	Entertainment
5	10/12	2.34	repaired leaky faucet	Maintenance
6	10/12	2.00	cab fare	Delivery
7	10/13	2.45	light bulb	Maintenance
8	10/14	10.00	cut grass	Maintenance
9	10/14	5.00	typewriter ribbon	Office
10	10/15	7.50	sent package by UPS	Delivery

PETTY CASH BOOK

			PETTY CASH		DISTRIBUTION OF EXPENSES				
								Other Expenses	
Date	Explanation	Doc. No.	Received	Paid Out	Delivery Expense	Office Expense	Mainten. Expense	Expense	Amount

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Jan C. Harden

TITLE Secretary

DEPARTMENT Travel

ADDRESS House and House Travel Agency
75 Houston Street
Between, GA 30303

TELEPHONE NO. (404) 325-2987 ORDER NO. 3011

DATE RECEIVED ______ DATE PROMISED ______

DESCRIPTION OF WORK Type an alphabetic list and a numeric list from the list of clients and their numbers.

SPECIAL INSTRUCTIONS ______

WORK ASSIGNED TO ______

DATE COMPLETED ______ PICKED UP ____ DELIVERED ____

APPROVED BY: ______

Mr. C. Tree House has asked you to take the attached list of his clients and put the names in alphabetical order in a two-column list entitled Alphabetic List. Then he would like for you to take the same list and put the names in numeric order according to their client numbers. This list should be entitled Numeric list. When you have completed this task, proofread very carefully to be sure that every client name and number is correct.

LIST OF CLIENTS

Barrentine, John	436581
Comeaux, Clara	334822
Johnson, Ted	292208
Younker, Ronald	971738
Bowan, Andrew	938513
Haines, Richard	634954
Edmonson, Dale	325143
Krien, Cyrica	292706
Phillips, Nelson	351537
Gibboney, James	483454
Doran, Susan	294910
Warbington, Clarence	457407
Pearson, Sarah	997371
Fretwell, Clifford	767041
Keiser, Hilary	469588
Tanner, Howard	948447
Simpson, Tony	436824
Richert, Phillip	992929
Arnett, Beth	320724
Lawson, Donald	696861
Mooring, Robert	498155
Jackson, Wendell	874104
Zwicker, Bill	378424
Austin, Bruce	454931
O'Hara, Patrick	461971
Ullman, Fred	972681
Sunderland, Candace	955151
Erikson, Mark	250792
Weston, Max	408929
Wilmoth, Harry	589721
Newton, Douglas	231178
Postwort, Grant	970041
Lloyd, David	792463
Talford, Phyllis	007643
Thomas, Russ	604298
Cole, Cheryl	344211
Manderson, Earl	094326
Kreuter, Bonnie	108943
Uber, Stanley	438576
Lolley, Rufus	904216
Orlansky, Ken	876779
Gwynn, Kevin	302986
Russell, Brian	925340
Brannon, Gregg	179428
Quantrell, Jack	628743
Durbin, Laura	312369
Neiman, Duncan	184273
Visscher, Saul	576984
Kigmar, Joel	075927

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME John C. McLeroy

TITLE Secretary

DEPARTMENT Secretarial Services

ADDRESS McLeroy Construction Company
2535 East Main Street
Lilburn, GA 30247

TELEPHONE NO. (404) 924-2062 ORDER NO. 3012

DATE RECEIVED ____ DATE PROMISED ____

DESCRIPTION OF WORK Type in proper legal format the attached handwritten contract.

SPECIAL INSTRUCTIONS When you have completed typing the contract, proofread the page to be sure there are no errors in format, accuracy, or completeness. If you make any corrections in numbers, be sure to initial them.

WORK ASSIGNED TO ____

DATE COMPLETED ____ PICKED UP ____ DELIVERED ____

APPROVED BY: ____

CONTRACT

THIS AGREEMENT, made February ~~17~~ 14, 1984 between McLeroy Construction Company, of the City of Lilburn, County of ~~Fulton~~ Gwinnett, State of Georgia (hereinafter called BUILDER) and the Towers Corporation, of the same place (hereinafter called BUYER) witnesseth:

THAT THE BUILDER, in consideration of the covenants on the part of the BUYER, hereinafter contained, hereby agrees to construct ~~two~~ a one-story warehouse~~s~~ on BUYER'S premises at ~~226 Vine Street~~ 311 Bruce Avenue, Atlanta, Georgia, such construction to begin ~~May 1~~ June 1 next and be completed ~~October 1~~ November 1 next. The plans and specifiations for said building attached herewith are a part of and are included in this contract.

AND THE BUYER, in consideration of the foregoing covenants on the ~~part~~ part of the BUILDER agrees to pay to the BUILDER, on his order, One ~~Thousand~~ Hundred Sixty-Nine Thousand Eight Hundred Fourteen Dollars ($169, 814), lawful money of the

United States, immediately upon completion of the construction, delivery of the Architect's Certificate to be a condition of the contract.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the day and year first written above.

____________________ (Seal)
BUILDER

____________________ (Seal)
BUILDER

In the presence of:

____

____

Pages 131-135 removed, duplicate forms

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Sarah Mills

TITLE Accounting Clerk

DEPARTMENT Accounting

ADDRESS The Thompson Insurance Company
325 Union Street
Seattle, WA 98104

TELEPHONE NO. (206) 935-3877 ORDER NO. 3013

DATE RECEIVED ______ DATE PROMISED ______

DESCRIPTION OF WORK Prepare a deposit for your company using the attached copy of the checks to be deposited. Also, you will be depositing $50.00 in currency and $25.53 in coins.

SPECIAL INSTRUCTIONS Prepare the deposits for the company. At the end of the day on November 3, you will deposit 10 checks, $50 in currency and $25.53 in coins into the account. Prepare the deposit slip and total. Double check your total. Be sure that you write the ABA number for each check on the deposit slip.

WORK ASSIGNED TO ______

DATE COMPLETED ______ PICKED UP ____ DELIVERED ____

APPROVED BY: ______

DEPOSIT SLIP

Fifth and Union Office

BANK OF SEATTLE
Seattle Washington 98104

THE THOMPSON INSURANCE COMPANY
325 Union Street
Seattle, Washington 98104

7009 5890 119 232234

Checks and other items are received for deposit subject to the terms and conditions of this bank's collection agreement.

Date __________

CURRENCY
COINS
CHECKS
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.

TOTAL DEPOSIT ________

NO. 027

$\frac{64-041}{7724}$

November 3 19 84

PAY TO THE ORDER OF The Thompson Ins. Co. $ $35\frac{85}{100}$

Thirty five $\frac{85}{100}$ DOLLARS

FOR insurance

Mr. Tommy Jones

NON-NEGOTIABLE

NO. 1026

$\frac{64-041}{7724}$

November 3 19 84

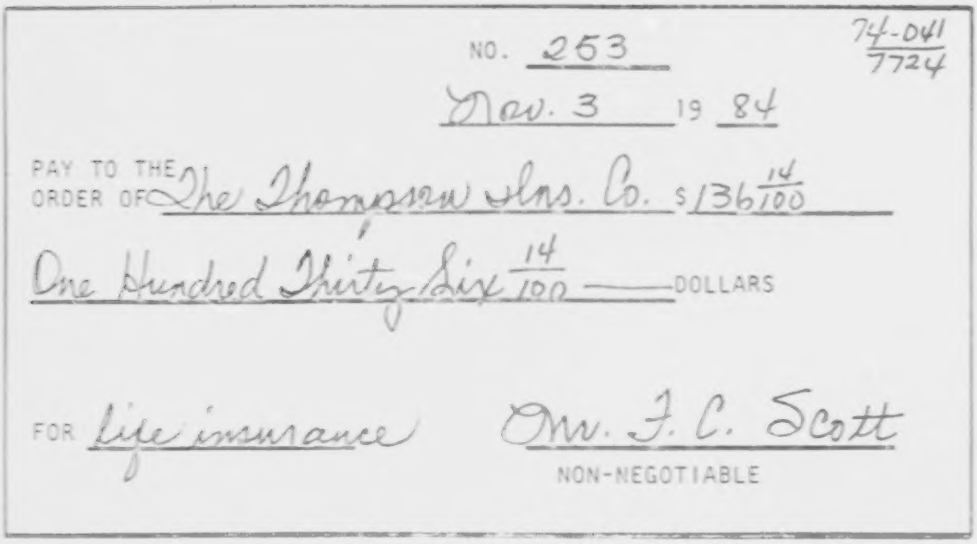
PAY TO THE ORDER OF The Thompson Ins. Co. $ $126\frac{31}{100}$

One hundred twenty six $\frac{31}{100}$ DOLLARS

FOR insurance

Mrs. Jo Lanford

NON-NEGOTIABLE



NO. 253

74-041
7724

Nov. 3 1984

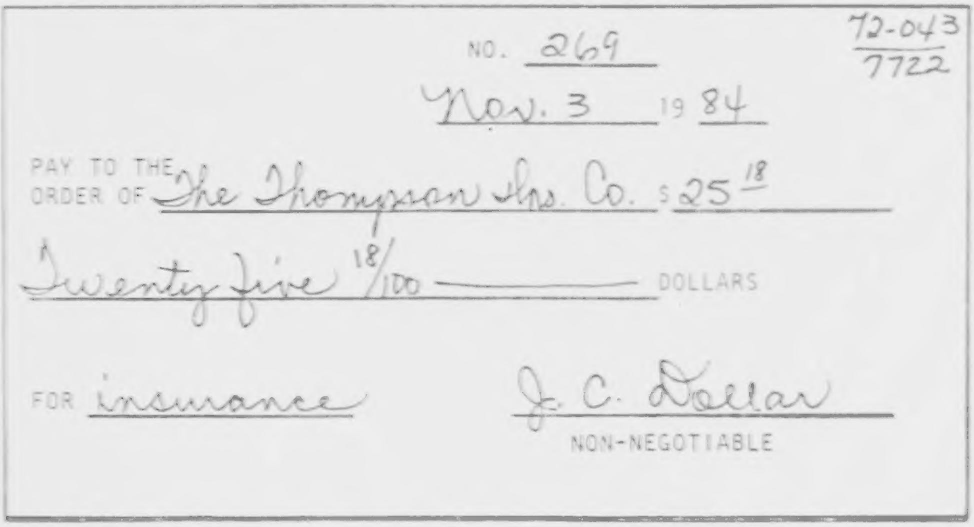
PAY TO THE ORDER OF The Thompson Ins. Co. $136 14/100

One Hundred Thirty Six 14/100 —— DOLLARS

FOR life insurance

Mr. F. C. Scott

NON-NEGOTIABLE



NO. 269

72-043
7722

Nov. 3 1984

PAY TO THE ORDER OF The Thompson Ins. Co. $25 18

Twenty five 18/100 —— DOLLARS

FOR insurance

J. C. Dollar

NON-NEGOTIABLE

NO. 249

72-043
7722

November 3 19 84

PAY TO THE ORDER OF The Thompson Ins. Co. $ 14 72

Fourteen & 72/100 DOLLARS

FOR insurance

J. T. Carson

NON-NEGOTIABLE

NO. 1113

64-041
7724

Nov. 3 19 84

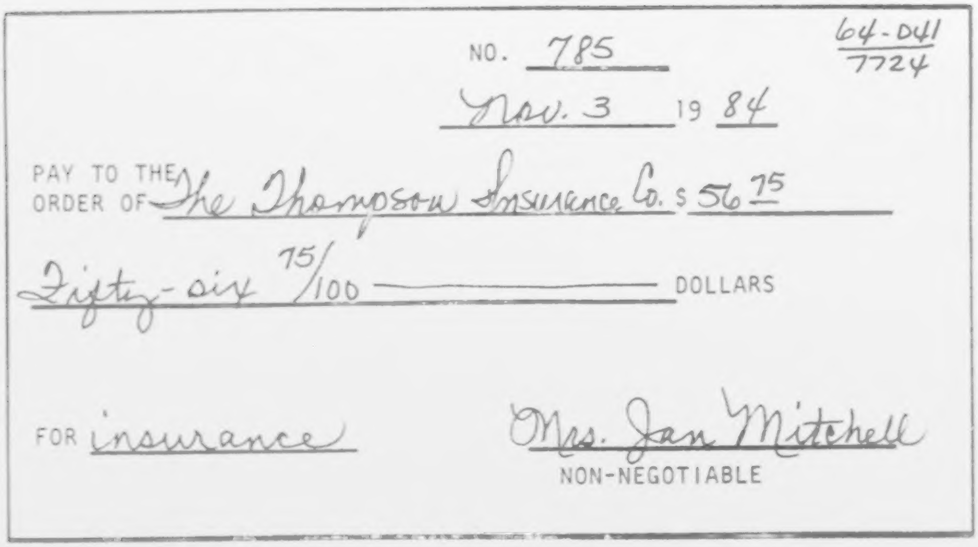
PAY TO THE ORDER OF The Thompson Ins. Co. $ 52 25

Fifty-two 25/100 DOLLARS

FOR Insurance

Jason Jarrett

NON-NEGOTIABLE



NO. 785

64-041
7724

Nov. 3 19 84

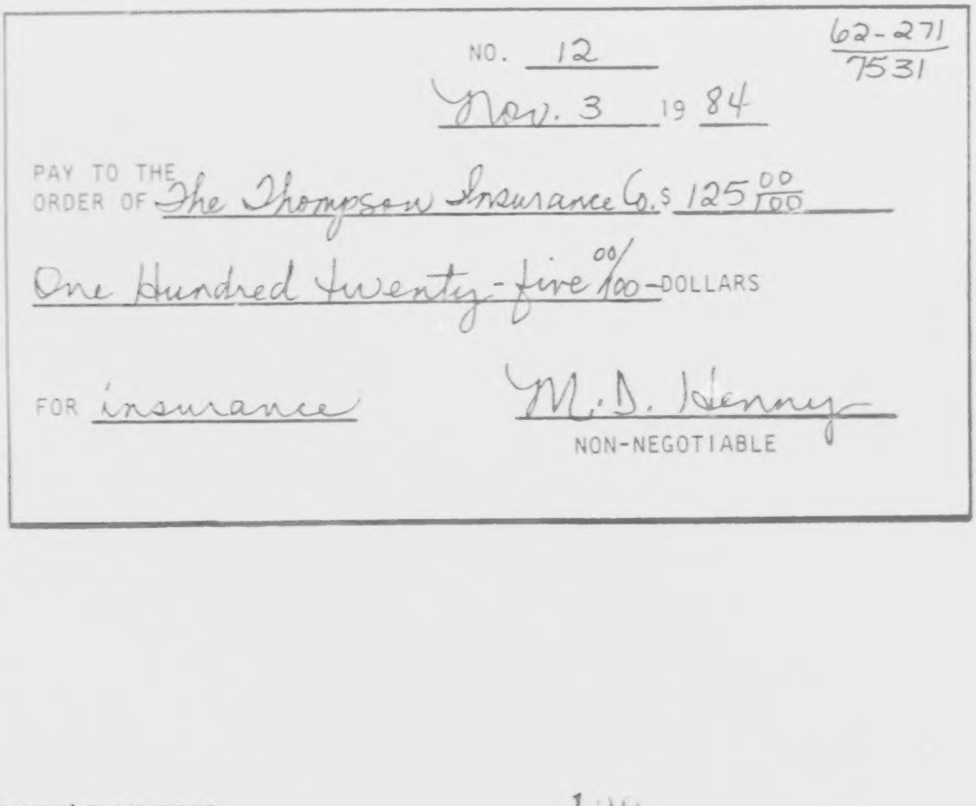
PAY TO THE ORDER OF The Thompson Insurance Co. $ 56 75

Fifty-six 75/100 ———————— DOLLARS

FOR insurance

Mrs. Jan Mitchell

NON-NEGOTIABLE



NO. 12

62-271
7531

Nov. 3 19 84

PAY TO THE ORDER OF The Thompson Insurance Co. $ 125 00/100

One Hundred twenty-five 00/100 — DOLLARS

FOR insurance

M. D. Henny

NON-NEGOTIABLE

NO. 38

62-217/7531

Nov. 3 19 84

PAY TO THE ORDER OF The Thompson Insurance Co. $32 51/100

Thirty-two 51/100 DOLLARS

FOR insurance

R. J. Clifton

NON-NEGOTIABLE

NO. 141

62-217/7531

Nov. 3 19 84

PAY TO THE ORDER OF The Thompson Ins. Co. $16 71/100

Sixteen 71/100 DOLLARS

FOR insurance

Bill L. Evans

NON-NEGOTIABLE

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Joelle Kimsey

TITLE Secretary

DEPARTMENT Central Secretarial Services

ADDRESS Gwinnett County Public Schools
998 Cole Road
Lilburn, GA 30247

TELEPHONE NO. (404) 921-2874 ORDER NO. 3014

DATE RECEIVED ____________ DATE PROMISED ____________

DESCRIPTION OF WORK Type in proper table format the revised budget that is attached. When you have completed the typing of the budget, you should add the columns to be sure that the new totals are correct. Then crossfoot the totals to be sure the budget is in balance.

SPECIAL INSTRUCTIONS Retype the new school budget. Some of the numbers have been marked through and changed. Be sure to type the correct number. Set the budget up in columns with appropriate columnar headings. Use the same format as last year's. When you have completed the typing of the budget, you should use a calculator to double check the numbers that you have typed. Add each column down, and then you should add each total across.

WORK ASSIGNED TO ____________

DATE COMPLETED ____________ PICKED UP ____ DELIVERED ____

APPROVED BY: ____________

GWINNETT ~~COUNTRY~~ COUNTY SCHOOLS
LOCAL SCHOOL BUDGET/LOCAL FUNDS SUMMARY

SCHOOL NAME: Parkview High School

Name of Fund Account	Estimated Beginning Balance	Anticipated Income	Estimated Total Budget	Amount Budgeted for Disbursement Through County	Amount Budgeted for Disbursement By School
GENERAL FUND					
Pictures	0.00	2,000.00	2,000.00	0.00	2,000.00
Concessions	0.00	1,000.00	1,000.00	0.00	1,000.00
GeneralnFund	500.00	4,000.00	4,500.00	2,500.00	2,000.00
DONATIONS					
PTSA	0.00	1,500.00	1,500.00	0.00	1,500.00
FEES:					
General Fees					
Language Arts	0.00	1,000.00	1,000.00	0.00	1,000.00
Art	0.00	200.00	200.00	0.00	200.00
Band	0.00	200.00	200.00	0.00	200.00
Business Ed/Typing	~~4,200.00~~ 4,500.00	5,000.00	9,500.00	1,000.00	8,500.00
Choral Music	0.00	200.00	200.00	0.00	200.00
Driver Ed	0.00	1,800.00	1,800.00	0.00	1,800.00
Home Ec.	0.00	0.00	0.00	0.00	0.00
Industrial Arts	0.00	1,600.00	1,600.00	0.00	1,600.00
Math	0.00	200.00	200.00	0.00	200.00
Lab Science	500.00	3 ~~2~~,000.00	3,500.00	500.00	3,000.00
Social Studies 523	100.00	1,500.00	1,600.00	500.00	1 ~~2~~,100.00
Lockers	0.00	3,000.00	3,000.00	3,000.00	0.00
Library	50.00	500.00	550.00	0.00	550.00
Parking	3,000.00	7,000.00	10,000.00	2 ~~3~~,000.00	8,000.00
Physical Ed.	0.00	1,050.00	1,050.00	0.00	1,050.00
VOT & IOP	0.00	700.00	700.00	0.00	700.00
ATHLETICS:					
Football	0.00	20,000.00	20 ~~21~~,000.00	10,000.00	10,000.00
Basketball	0.00	4,000.00	4,000.00	2,000.00	2,000.00
Other Sports	0.00	2,000.00	2,000.00	0.00	2,000.00
TOTALS	8,650.00 ~~8,350.00~~	61 ~~59~~,450.00	70 ~~71~~,100.00	21 ~~22~~.500.00	48 ~~49~~,600.00

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Richard Warthon

TITLE Manager

DEPARTMENT Residence Management

ADDRESS Plymouth Rock Apartment
2567 First Avenue
Brunswick, GA 30520

TELEPHONE NO. (912) 265-8798 ORDER NO. 3015

DATE RECEIVED ____ DATE PROMISED ____

DESCRIPTION OF WORK Write a receipt for each of the people on the enclosed list.

SPECIAL INSTRUCTIONS You should date each receipt November 30, 1984, and assign a number to the receipt. Next, you should fill out each receipt completely. Proofread each receipt. Leave the signature line blank.

WORK ASSIGNED TO ____

DATE COMPLETED ____ PICKED UP ____ DELIVERED ____

APPROVED BY: ____

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PLYMOUTH ROCK APARTMENT

Rent Paid
for
Month of November

	Name	Amount
1.	Mr. Doug Adams	$465.00/ck. 1119
2.	Ms. Alice Anderson	340.00/ck. 1564
3.	Ms. Pameula Fitts	465.00/ck. 1246
4.	Mr. & Mrs. Sam Harter	580.00/cash
5.	Mr. Alex Moore	340.00/ck. 2985
6.	Mr. & Mrs. Todd Robertson	580.00/cash
7.	Mr. Carl Sanderson	465.00/ck. 1855
8.	Ms. Kay Smith	340.00/ck. 109
9.	Mr. & Mrs. Ashton Washington	644.00/ck. 2004
10.	Mr. John Wilburn	580.00/ck. 1022
11.	Mr. Adam York	644.00/ck. 501
12.	Ms. Virginia Zimmerman	644.00/cash
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

Plymouth Rock Apartment
2567 First Avenue
Brunswick, GA 30520

RECEIPT

Received from ____

_________________________________DOLLARS ($____________)

For __________________

How paid: BY______________________

Check__No.__Cash__

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Pages 148-169 removed, duplicate forms.

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

W O R K O R D E R

NAME Tammy Griffin

TITLE Personal Checking Account

DEPARTMENT N/A

ADDRESS N/A

TELEPHONE NO. (404) N/A ORDER NO. 3016

DATE RECEIVED ______ DATE PROMISED ______

DESCRIPTION OF WORK Reconcile the attached bank statement using the canceled checks, the bank statement, the checkbook stubs, and the reconciliation form.

SPECIAL INSTRUCTIONS Reconcile your personal bank statement. Included with the task is your bank statement, a reconciliation form, your canceled checks, and a copy of your checkbook stubs.

WORK ASSIGNED TO ______

DATE COMPLETED ______ PICKED UP ____ DELIVERED ____

APPROVED BY: ______

BANK STATEMENT

CUSTOMER NAME:

ADDRESS:

CITY, STATE, ZIP:

PHONE:

SUMMARY OF ACTIVITY
Ending November 20, 1984

Previous Balance	Amount Checks	No.	Amount Deposits	No.	SC	Present Balance
$1,243.81	$631.45	9	0.00	0	$6.00	$606.36

CHECKS	DEPOSITS	DATE	BALANCE
$ 24.04		Nov. 6	$1,219.77
50.88		Nov. 10	1,168.89
94.94		Nov. 10	1,073.95
20.30		Nov. 11	1,053.65
10.00		Nov. 11	1,043.65
12.46		Nov. 12	1,031.19
68.80		Nov. 13	962.39
200.03		Nov. 13	762.36
150.00		Nov. 16	612.36

SOUTHERN TASKS BANK

COLE ROAD

Lilburn, Georgia 30247

SUGGESTIONS TO HELP YOU BALANCE YOUR BANK STATEMENT

Fill in below amounts from your checkbook and bank statement

Balance Shown on BANK STATEMENT $______

Add Deposits Not on Statement:

$__________

$__________

Total. . . . . . . $______

Subtract Checks Written but not on Statement: (Outstanding Checks)

$______ $______

______ ______

______ ______

______ ______

______ ______

Total Outstanding Checks $______

Available Bank Balance $______

Balance Shown on your CHECKBOOK $______

Less Service Charge $______

Less Bank Charges not in Checkbook $______

$_______

____

____

Total. . . . . $______

Corrected Checkbook Balance $_______

No. 1001	Balance Brought Forward	
November 4 19 84	1243	81
Pay To Kroger		
For Groceries		
Deposit		
Deposit	—	00
Balance	1243	81
Amount This Check	24	04
Balance	1219	77

No. 1002	Balance Brought Forward	
November 5 19 84	1219	77
Pay To Union Electric		
For bills		
Deposit		
Deposit	—	00
Balance	1219	77
Amount This Check	94	94
Balance	1124	83

No. 1003	Balance Brought Forward	
November 5 19 84	1124	83
Pay To Bell System Inc.		
For bills (telephone)		
Deposit		
Deposit	—	00
Balance	1124	83
Amount This Check	50	88
Balance	1073	95

No. 1004

November 6 19 84

Pay To Echards

For Makeup

Balance Brought Forward	1073	95
Deposit		
Deposit	—	00
Balance	1073	95
Amount This Check	15	25
Balance	1058	70

No. 1005

November 7 19 84

Pay To Sears

For Sweater

Balance Brought Forward	1058	70
Deposit		
Deposit	—	00
Balance	1058	70
Amount This Check	20	30
Balance	1038	40

No. 1006

November 7 19 84

Pay To Chevron Gas Co.

For Gas (car)

Balance Brought Forward	1038	40
Deposit		
Deposit	—	00
Balance	1038	40
Amount This Check	10	00
Balance	1028	40

No. 1007	Balance Brought Forward	
November 9 19 84	1028	40
Pay To Carl's Cleaners		
For Cleaning bill		
Deposit		
Deposit	—	00
Balance	1028	40
Amount This Check	12	46
Balance	1015	94

No. 1008	Balance Brought Forward	
November 11 19 84	1015	94
Pay To Davisons		
For Clothes		
Deposit		
Deposit	—	00
Balance	1015	94
Amount This Check	68	80
Balance	947	14

No. 1009	Balance Brought Forward	
November 11 19 84	947	14
Pay To CMC Co.		
For Stereo Speaker		
Deposit		
Deposit	—	00
Balance	947	14
Amount This Check	200	03
Balance	747	11

No. 1010	Balance Brought Forward	
November 15 19 84	747	11
Pay To Gwinnett Water Co.		
For Water bill		
Deposit		
Deposit	—	00
Balance	747	11
Amount This Check	150	00
Balance	597	11

No. 1011	Balance Brought Forward	
November 16 19 84	597	11
Pay To Kroger		
For Groceries		
Deposit		
Deposit	—	00
Balance	597	11
Amount This Check	79	82
Balance	517	29

No. 1012	Balance Brought Forward	
November 18 19 84	517	29
Pay To Spa Lady		
For Club dues		
Deposit		
Deposit	—	00
Balance	517	29
Amount This Check	34	00
Balance	483	29

NO. 1001

Nov. 4 19 84

PAY TO THE ORDER OF Kroger $ 24 04

Twenty-four + 04/100 —— DOLLARS

FOR groceries

Tammy Griffin

NON-NEGOTIABLE

NO. 1002

Nov. 5 19 84

PAY TO THE ORDER OF Union Electric $ 94 94

Ninety-four + 94/100 —— DOLLARS

FOR bills

Tammy Griffin

NON-NEGOTIABLE

NO. 1005

Nov. 7 19 84

PAY TO THE ORDER OF Sears $ 20 30

Twenty & 30/100 DOLLARS

FOR Sweater

Tammy Griffin

NON-NEGOTIABLE

NO. 1008

Nov. 11 19 84

PAY TO THE ORDER OF Davisons $ 68 80

Sixty eight 80/100 DOLLARS

FOR Clothes

Tammy Griffin

NON-NEGOTIABLE

NO. 1003

Nov. 5 19 84

PAY TO THE ORDER OF Bell System, Inc. $ 50 88

Fifty 88/100 ———————— DOLLARS

FOR bills (telephone) Tammy Griffin

NON-NEGOTIABLE

NO. 1006

Nov. 7 19 84

PAY TO THE ORDER OF Chevron Gas Company $ 10 00

Ten & 00/100 ———————— DOLLARS

FOR gas for car Tammy Griffin

NON-NEGOTIABLE

NO. 1009

Nov. 11 19 84

PAY TO THE ORDER OF CMC Company $200 03

Two hundred & 03/100 DOLLARS

FOR Stereo Speaker Tammy Griffin

NON-NEGOTIABLE

NO. 1007

Nov. 9 19 84

PAY TO THE ORDER OF Carl's Cleaners $12 46

Twelve 46/100 DOLLARS

FOR Cleaning bill Tammy Griffin

NON-NEGOTIABLE

NO. 1010

Nov. 15 19 84

PAY TO THE ORDER OF Gwinnett Water Co. $ 150 00

One hundred fifty 00/100 —— DOLLARS

FOR water bill

Tammy Griffin

NON-NEGOTIABLE

NO. ________

________ 19 ____

PAY TO THE ORDER OF ________________________ $ ________

____ DOLLARS

FOR ______________

____

NON-NEGOTIABLE

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Melinda Roscoe

TITLE Secretary

DEPARTMENT Secretarial Services

ADDRESS Mankato Corporation
1898 Jonesboro Road
Jonesboro, GA 30987

TELEPHONE NO. (404) 247-6743 ORDER NO. 3017

DATE RECEIVED ____________ DATE PROMISED ____________

DESCRIPTION OF WORK Type an address label for each name on the attached list. Type the names and addresses in proper form.

SPECIAL INSTRUCTIONS Get the address labels from your supervisor.

WORK ASSIGNED TO ____________

DATE COMPLETED ____________ PICKED UP ____ DELIVERED ____

APPROVED BY: ____________

NAMES AND ADDRESSES

Mrs. Margaret C. Hoffman
7203 Anna Avenue
St. Louis, MO 63143

Mr. Oren F. Brubaker
309 Mascoutah Avenue
Belleville, IL 62221

Mr. Alex V. Molyneux
640 Madison Road
Granite City, IL 62040

Mr. Andrew C. Van Buren
3612 Bellerive Boulevard
St. Louis, MO 63116

Mr. Ronald R. Leverette
10608 Bruno Avenue
St. Louis, MO 63114

Dr. Marian W. O'Leary
681 Waterville Road
Edwardsville, IL 62025

Mr. Alfred M. Conti
29 St. Charles Place
Alton, MO 65606

Ms. Lucia I. Morales
1819 Martin Luther King Drive
East Saint Louis, IL 62205

Ms. Alverna M. Schultz
6130 Easton Avenue
St. Louis, MO 63134

Mrs. Rosa R. Fernandez
985 Chesterfield Avenue
Ballwin, MO 63011

Mr. Leonard C. Marcus
4056 Webster Road
Kirkwood, MO 63122

Mr. Yuan K. Cheng
5426 January Avenue
St. Louis, MO 63109

Miss Susan A. Wetzel
237 Chestnut Street
Creve Coueur, MO 63141

Mr. Albert T. Monahan
908 Elm Street
East Saint Louis, IL 62003

Ms. Louise A. Benedetti
1120 Wilson Avenue
St. Louis, MO 63130

Miss Mary Ann Kowalski
8452 Tennessee Avenue
St. Louis, MO 63125

Mrs. Rebecca L. Schwartz
4798 Primm Street
St. Louis, MO 63116

Mr. Raymond W. Green
30 East Georgia Street
Indianapolis, IN 42604

Mr. Charles N. Burke
280 Lee Drive
Annapolis, MD 21403

Mr. David Alexander
621 Mark Twain Road
Charlotte, NC 28213

Mr. Leonard A. Meyers
444 Evergreen Drive
Hollywood, FL 33023

Mr. Wayne Brooks
1399 Sherman Avenue
St. Louis, MO 63125

Mr. Paul C. Woodring
103 - 75th Street
Jamaica, NY 11417

Ms. Vernon J. Walters
236 Ninth Street
Providence, RI 02906

Mr. James B. Miller
11300 Jupiter Street
Dallas, TX 75218

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Pages 185-186
removed,
duplicate
forms

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Eileen Roberts

TITLE Clerk-Typist

DEPARTMENT Clerical and Secretarial Services

ADDRESS Mission Manufacturing Company
1345 Mission Viaho Drive
Atlanta, GA 30055

TELEPHONE NO. (404) 456-7890 ORDER NO. 3018

DATE RECEIVED DATE PROMISED

DESCRIPTION OF WORK Type these names and addresses on index cards in indexing order, triple spacing between the name and addresses.

SPECIAL INSTRUCTIONS

WORK ASSIGNED TO

DATE COMPLETED PICKED UP DELIVERED

APPROVED BY:

LIST FOR INDEX CARDS

Mrs. Nancy Sakamoto
3107 Diamond Head Road
Honolulu, HI 96815-7321

Mr. Joseph Perry
2659 Fountain Street
Ewa, HI 96706-3826

Mrs. Grace Moriwaki
2574 Pearl Street
Kailua, HI 96734-5235

Miss Jean Yuen
1305 Kamehameha Avenue
Aiea, HI 96701-3463

Mr. George Mitamura
1036 Hibiscus Drive
Waialua, HI 96791-5726

Mrs. Violet Chin
4016 Coast Road
Pearl City, HI 96782-6902

Mr. Ramon Carvalho
3984 Sunnyvale Street
Kaneohe, HI 96744-4826

Miss Susan Okwandu
3791 Floral Avenue
Kahuku, HI 96731-2732

Mr. Charles Clark
3829 Paradise Street
Wahiawa, HI 96786-5834

Mr. David Goldberg
789 Beechwood Drive
Fairfax, VA 22031-4789

Mrs. Maria Gonzales
397 Chestnut Street
Falls Church, VA 22046-9839

Mr. George Okoh
807 Laurel Drive
Abingdon, VA 24210-3827

Mr. Oren F. Brubaker
309 Mascoutah Avenue
Belleville, IL 62221-8998

Mr. Alex V. Molyneux
640 Madison Road
Granite City, IL 62040-5953

Mr. Andrew C. Van Buren
3612 Bellerive Boulevard
St. Louis, MO 63116-3273

Mr. Ronald R. Leverette
10608 Bruno Avenue
St. Louis, MO 63114-3663

Dr. Maria W. O'Leary
681 Waterville Road
Edwardsville, IL 62025-5101

Mr. Alfred M. Conti
29 St. Charles Place
Alton, MO 65606-6767

Ms. Lucia I. Morales
1819 Martin Luther King Drive
East Saint Louis, IL 62205-2504

Ms. Alverna M. Schultz
6130 Eaton Avenue
St. Louis, MO 63134-4733

Mrs. Rosa R. Fernandez
985 Chesterfield Avenue
Ballwin, MO 63011-2001

Mr. Leonard C. Marcus
4056 Webster Road
Kirkwood, MO 63122-4261

Mr. Yuan K. Cheng
4526 January Avenue
St. Louis, MO 63109-4601

Miss Susan A. Wetzel
237 Chestnut Street
Creve Coeur, MO 63141-2900

Mrs. Margaret C. Hoffman
7203 Anna Avenue
St. Louis, MO 63143-3171

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Daniel Williams

TITLE Manager

DEPARTMENT Mail and Information Processing

ADDRESS Yankee Independent Shippers
1234 Pennsylvania Boulevard
Pittsburgh, PA 45167

TELEPHONE NO. (415) 567-9009 ORDER NO. 3019

DATE RECEIVED ______ DATE PROMISED ______

DESCRIPTION OF WORK Type a file folder label for each name on the attached list.

SPECIAL INSTRUCTIONS See your supervisor for actual labels.

WORK ASSIGNED TO ______

DATE COMPLETED ______ PICKED UP ____ DELIVERED ____

APPROVED BY: ______

FILE FOLDER LABELS

Mrs. Margaret C. Hoffman
7203 Anna Avenue
St. Louis, MO 63143

Mr. Oren F. Brubaker
309 Mascoutah Avenue
Belleville, IL 62221

Mr. Alex V. Molyneux
640 Madison Road
Granite City, IL 62040

Mr. Andrew C. Van Buren
3612 Bellerive Boulevard
St. Louis, MO 63116

Mr. Ronald R. Leverette
10608 Bruno Avenue
St. Louis, MO 63114

Dr. Marian W. O'Leary
681 Waterville Road
Edwardsville, IL 62025

Mr. Alfred M. Conti
29 St. Charles Place
Alton, MO 65606

Ms. Lucia I. Morales
1819 Martin Luther King Dr.
East Saint Louis, IL 62205

Ms. Alverna M. Schultz
6130 Easton Avenue
St. Louis, MO 63134

Mrs. Rosa R. Fernandez
985 Chesterfield Avenue
Ballwin, MO 63011

Mr. Leonard C. Marcus
4056 Webster Road
Kirkwood, MO 63122

Mr. Yuan K. Cheng
5426 January Avenue
St. Louis, MO 63109

Mr. Albert T. Monahan
908 Elm Street
East Saint Louis, IL 62003

Ms. Louise A. Benedetti
1120 Wilson Avenue
St. Louis, MO 63130

Miss Mary Ann Kowalski
8452 Tennessee Avenue
St. Louis, MO 63125

Mrs. Rebecca L. Schwartz
4798 Primm Street
St. Louis, MO 63116

Mr. Raymond W. Green
30 East Georgia Street
Indianapolis, IN 42604

Mr. Charles N. Burke
280 Lee Drive
Annapolis, MD 21403

Mr. David Alexander
621 Mark Twain Road
Charlotte, NC 28213

Mr. Leonard A. Meyers
444 Evergreen Drive
Hollywood, FL 33023

Mr. Wayne Brooks
1399 Sherman Avenue
Saint Louis, MO 63125

Mr. Paul C. Woodring
103 - 75th Street
Jamaica, NY 11417

Ms. Vernon J. Walters
236 Ninth Street
Providence, RI 02906

Mr. James B. Miller
11300 Jupiter Street
Dallas, TX 75218

Miss Susan A. Wetzel
237 Chestnut Street
Creve Coueur, MO 63141

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME James Watson

TITLE Assistant Manager

DEPARTMENT Bureau of Consumer Affairs

ADDRESS Better Business Bureau
8012 Grandville Avenue
Marietta, GA 30045

TELEPHONE NO. (404) 781-6785 ORDER NO. 3020

DATE RECEIVED DATE PROMISED

DESCRIPTION OF WORK Transcribe the letter that has been recorded on the cassette tape. Use a correct business letter format.

SPECIAL INSTRUCTIONS Get the tape from your supervisor.

WORK ASSIGNED TO

DATE COMPLETED PICKED UP DELIVERED

APPROVED BY:

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Ed Ross

TITLE Chairman

DEPARTMENT Family and Community Affairs

ADDRESS Junior Chamber of Commerce
7000 Market Square
Jonesboro, GA 34567

TELEPHONE NO. (404) 345-8766 ORDER NO. 3021

DATE RECEIVED ____ DATE PROMISED ____

DESCRIPTION OF WORK Transcribe the dictation on the tape into a mailable memorandum using the correct format.

SPECIAL INSTRUCTIONS Get the tape from your supervisor.

WORK ASSIGNED TO ____

DATE COMPLETED ____ PICKED UP ____ DELIVERED ____

APPROVED BY: ____

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME June Huybers

TITLE Public Relations Representative

DEPARTMENT IBM Corporation

ADDRESS 889 Northeast Expressway
Atlanta, GA 30044

TELEPHONE NO. (404) 876-0998 ORDER NO. 3022

DATE RECEIVED DATE PROMISED

DESCRIPTION OF WORK Type the handwritten news release in final form.

SPECIAL INSTRUCTIONS

WORK ASSIGNED TO

DATE COMPLETED PICKED UP DELIVERED

APPROVED BY:

News Release

Chicago, November 21, 1984-- While addressing stockholders' meeting in the Convention Center, President Joseph Miller announced April 21 as the date schedule for IBP Corporation's ground-breaking ceremonies for a 5-building headquarters complex estimated to cost in excess of $75 million. Site of the new development is company-owned acreage north of the present administration area. Miller also confirmed IBP's plans to expand its highly sophisticated computer services operation by building an 8 floor addition to present facilities. Cost of the new building for computer operations is projected to reach $43 million.

IBP's plans for expansion of plant and operations reflect a strong corporate optimism based, in part, on a strong committment to the diversification of products and services. Figures for the last five years show IBP's sales to have grown 32 percent annually. This year the corporation anticipates 30 percent growth, and it hopes to sustain a compound growth rate of 25-30 percent well into the next decade. Reaction by stockholders to the Miller announcements was very supportive.

Mrs. June Huybers

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Jennifer Barnes

TITLE Administrative Assistant

DEPARTMENT Secretarial Services

ADDRESS The Longfellow Corporation
1998 Asterisk Drive
Baxley, GA 34467

TELEPHONE NO. (912) 789-0088 ORDER NO. 3023

DATE RECEIVED ______ DATE PROMISED ______

DESCRIPTION OF WORK Transcribe the correspondence from the cassette tape. Use correct formats and make three copies of each.

SPECIAL INSTRUCTIONS ______

WORK ASSIGNED TO ______

DATE COMPLETED ______ PICKED UP ____ DELIVERED ____

APPROVED BY: ______

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VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Marvin Martin

TITLE Supervisor

DEPARTMENT Mail Room

ADDRESS Tantamount Wholesalers, Inc.
8888 South Cobb Drive
Marietta, GA 30444

TELEPHONE NO. (404) 346-0006 ORDER NO. 3024

DATE RECEIVED ______ DATE PROMISED ______

DESCRIPTION OF WORK Type the addresses on the postal cards, turn the cards over, and type the same handwritten message on the back of each one.

SPECIAL INSTRUCTIONS The handwritten message for the cards is attached. Get the actual cards from your supervisor.

WORK ASSIGNED TO ______

DATE COMPLETED ______ PICKED UP ____ DELIVERED ____

APPROVED BY: ______

November 30, 1984

Dear

Thank you for your order of November 28, 1984. The shipment will be made on December 3.

We appreciate the opportunity to be of service to you. Please call on us again whenever our publications can fulfill your needs.

← Montgomery Recreation Center

Mrs. Margaret C. Hoffman
7203 Anna Avenue
St. Louis, MO 63143

Mr. Oren F. Brubaker
309 Mascoutah Avenue
Belleville, IL 62221

Mr. Alex V. Molyneux
640 Madison Road
Granite City, IL 62040

Mr. Andrew C. Van Buren
3612 Bellerive Boulevard
St. Louis, MO 63116

Mr. Ronald R. Leverette
10608 Bruno Avenue
St. Louis, MO 63114

Dr. Marian W. O'Leary
681 Waterville Road
Edwardsville, Il 62025

Mr. Alfred M. Conti
29 St. Charles Place
Alton, MO 65606

Ms. Lucia I. Morales
1819 Martin Luther King Drive
East Saint Louis, IL 62205

Ms. Alverna M. Schultz
6130 Easton Avenue
St. Louis, MO 63134

Mrs. Rosa R. Fernandez
985 Chesterfield Avenue
Ballwin, MO 63011

Mr. Leonard C. Marcus
4056 Webster Road
Kirkwood, MO 63122

Mr. Yaan K. Cheng
5426 January Avenue
St. Louis, MO 63109

Miss Susan A. Wetzel
237 Chestnut Street
Creve Coueur, MO 63141

Mr. Albert T. Monahan
908 Elm Street
East Saint Louis, IL 62003

Ms. Louise A. Benedetti
1120 Wilson Avenue
St. Louis, MO 63130

Miss Mary Ann Kowalski
8452 Tennessee Avenue
St. Louis, MO 63125

Mrs. Rebecca L. Schwartz
4798 Primm Street
St. Louis, MO 63116

Mr. Raymond W. Green
30 East Georgia Street
Indianapolis, IN 42604

Mr. Charles N. Burke
280 Lee Drive
Annapolis, MD 21403

Mr. David Alexander
621 Mark Twain Road
Charlotte, NC 28213

Mr. Leonard A. Meyers
444 Evergreen Drive
Hollywood, FL 33023

Mr. Wayne Brooks
1399 Sherman Avenue
Saint Louis, MO 63125

Mr. Paul C. Woodring
103 - 75th Street
Jamaica, NY 11417

Ms. Vernon J. Walters
236 Ninth Street
Providence, RI 02906

Mr. James B. Miller
11300 Jupiter Street
Dallas, TX 75218

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and Title II of the Vocational Education Amendments of 1976); or handicap (Section 504 of the Rehabilitation Act of 1973) in educational programs or activities receiving federal financial assistance.

Employees, students and the general public are hereby notified that the Georgia Department of Education does not discriminate in any educational programs or activities or in employment policies.

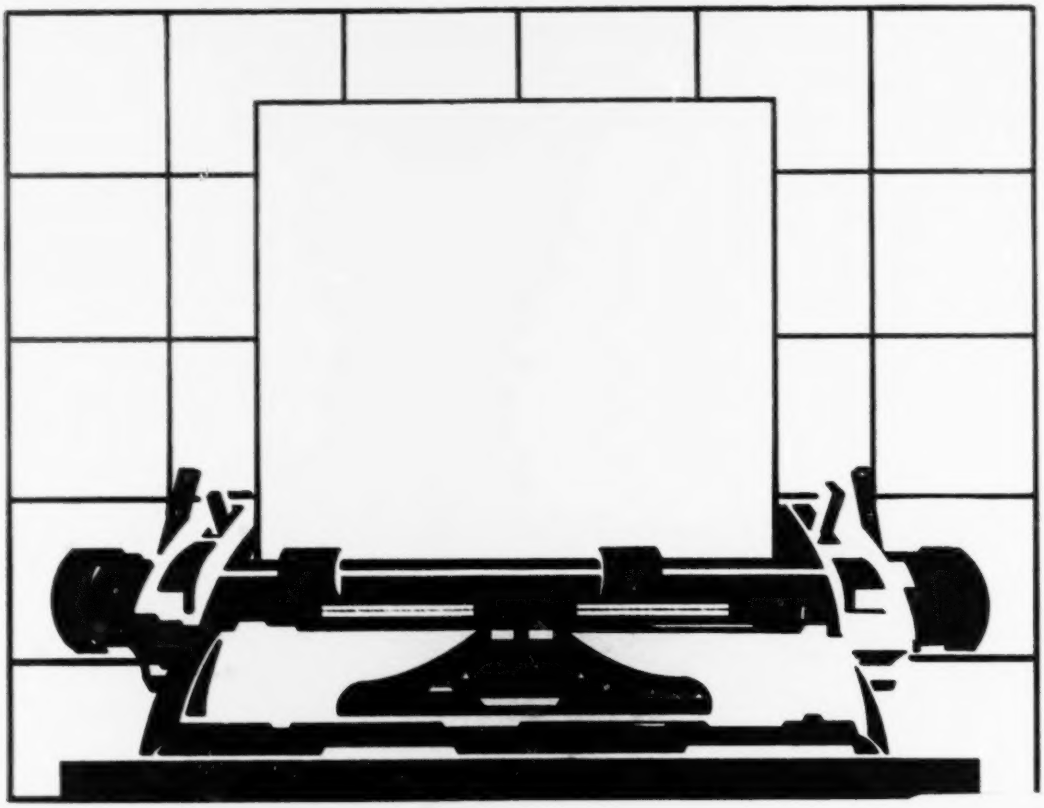
The following individuals have been designated as the employees responsible for coordinating the department's effort to implement this nondiscriminatory policy.

Title II - Loydia Webber, Vocational Equity Coordinator
Title VI - Peyton Williams Jr., Associate Superintendent
of State Schools and Special Services
Title IX - Myra Tolbert, Coordinator
Section 504 - Jane Lee, Coordinator of Special Education

Inquiries concerning the application of Title II, Title VI, Title IX or Section 504 to the policies and practices of the department may be addressed to the persons listed above at the Georgia Department of Education, Twin Towers East, Atlanta 30334; to the Regional Office for Civil Rights, Atlanta 30323; or to the Director, Office for Civil Rights, Education Department, Washington, D.C. 20201.

GA8513306

VOT Enterprises, Inc.



A SECRETARIAL TASK SIMULATION

EMPLOYER'S MANUAL

[Teacher's Guide]

Georgia Department of Education

Developed and Produced
Under Contractual Agreement with

Program Improvement and Evaluation
Office of Vocational Education
Georgia Department of Education
Atlanta, Georgia 30334
Charles McDaniel, State Superintendent of Schools
1985

VOT ENTERPRISES, INC.

A Secretarial Task Simulation

Prepared and Produced Jointly by

Ms. Peggy Linston
Cedar Shoals High School
Athens, Georgia

Ms. Lurline Gordon
Jonesboro Senior High School
Jonesboro, Georgia

Ms. Jan Evans
Parkview High School
Lilburn, Georgia

and

Georgia State University
Atlanta, Georgia

Project Supported by

Office of Vocational Education
Division of Program Improvement
and Evaluation
Georgia Department of Education
Atlanta, Georgia 30334

Dr. Charles McDaniel, State Superintendent of Schools

1985

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- Order No. 3016. 84
- Order No. 3017. 86
- Order No. 3018. 89
- Order No. 3019. 94
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FOREWORD

This secretarial task simulation has been developed for use in office occupations programs at the secondary level. Its primary purpose is to give the student an opportunity to become familiar with the tasks and duties that may be performed by secretarial personnel in a real work situation.

Appreciation is expressed to Mrs. Helen Cofer McClain, State Supervisor for Business Education, and Mrs. Floy Baker, Coordinator for Postsecondary Business Education Programs, for their continued support, encouragement, and leadership in this developmental effort.

Appreciation is also expressed to the many business education instructors throughout the state who field tested, evaluated, and provided invaluable feedback on these materials as a part of the revision process.

Mrs. Doris Rash-Wooten
Project Director
Office Simulation Project

GENERAL INFORMATION

VOT Enterprises, Inc. is a task simulation that is designed to acquaint the student with tasks and duties that may be performed in the accounting, clerical, secretarial, and word processing areas of work.

The task simulation is the simplest form of simulation to implement. It consists of small units that are designed to be completed in a relative short period of time - from fifteen minutes to one hour. Task simulations provide the first opportunity for students to apply previously learned skills in performing realistic office work. The purpose and objectives of the materials being used, as well as how the student's performance will be evaluated, should be explained to the students.

Components of the Simulation

VOT Enterprises, Inc. consists of four Employee's Manuals, four Employer's Manuals, and a set of cassette tapes. To add realism to the materials, the words Employee's Manual and Employer's Manual have been used instead of the traditional words of student work packet and instructor keys.

Each Employee's Manual contains the tasks that the student will be required to perform in a certain field; such as accounting, clerical, secretarial, and word processing. Most of the written materials that are needed to perform the tasks are included in each manual. However, there are some that must be acquired from the supervisor (instructor).

Each Employer's Manual contains the keys to tasks found in each Employee's Manual; for example, the Employer's Manual for word processing contains the keys to the word processing tasks.

The cassette tapes contain information that is needed to perform certain tasks. The scripts to these tapes can also be found in each respective Employer's Manual.

Each Employer's Manual should be taken apart and placed in three-ring binders for easy access and use by the instructor. Each Employee's Manual should be taken apart, and the contents should be placed in an individual file folder with the student's name typed on it. Most of the tasks do not have to be performed in a particular order, and it is not necessary for all students to complete all of the tasks in a particular area. It is up to the instructor as to which tasks will be assigned to each student.

Supplies and Equipment

Most of the written materials that will be needed to perform the tasks are included in each Employee's Manual. However, there are some that must be acquired from the supervisor (instructor). A listing of the supplies and equipment that will be needed to perform each task is found on the guide sheet that precedes each answer key. Most of these items can be found in any business education classroom.

Time Clocks

If time clocks are available, the instructor is encouraged to use them as much as possible. By having to clock in and out, the students are gaining more knowledge as to how certain activities are performed in the real world of work. If time clocks are not available, the instructor is encouraged to have the students fill out work hours on the time cards manually. The primary purpose of this activity is to motivate the students to be present and punctual every day.

Office Reference Manuals

All work that is performed by VOT Enterprises, Inc. must conform to acceptable standards. The instructor should determine which reference manuals the student will use in preparing outgoing work.

Personal Appearance

The instructor should encourage the students to give proper attention to the details of attire and grooming. In addition, they should be encouraged to be courteous and buinesslike in their conduct. Excessive personal conversation should be discouraged as it does not present a pleasing atmosphere to fellow workers.

Performance and Progress

The student should always know where he/she stands at VOT Enterprises, Inc. It is one of the instructor's duties to take time out on a regular basis and inform the student of his/her progress. Some of the purposes of keeping students up to date are:

1. To help them pace themselves in the performance of their duties.
2. To show them where improvement may be needed.
3. To let them know what the instructor thinks of their progress.
4. To help them map a route to better performace on the job.

In evaluating the student's performance, the following aspects of measurement should be considered:

1. Completion time
2. Mailability or usability of completed work
3. Organization and work habits
4. Attitude
5. Order in which work is completed
6. Decision-making ability
7. Resourcefulness

After completing the task simulation materials, the students should have a thorough knowledge of the kind of work that will be required of them in the accounting, clerical, secretarial, and word processing fields.

SAMPLE WORK ORDER

VOT ENTERPRISES, INC.

1900 High School Avenue
Secondary, GA 10112

(404) 658-2000

WORK ORDER

NAME Jane Doe (1)

TITLE Accounting Clerk (2)

DEPARTMENT Accounting

ADDRESS J. D. Company
600 Lee Street (3)
Atlanta, GA 31752

TELEPHONE NO. (404) 675-0000 (4) ORDER NO. 5000 (5)

DATE RECEIVED DATE PROMISED

DESCRIPTION OF WORK Verify totals and subtotals on accounting forms. (6)

SPECIAL INSTRUCTIONS Review the attached income statement, (7) balance sheet, and capital statement. Verify all subtotals and totals. If changes are needed, draw a single line through the number, write the new number, and initial the change. (8)

WORK ASSIGNED TO

DATE COMPLETED (9) PICKED UP DELIVERED (10)

APPROVED BY: (11)

KEYS

Task Title Order No. 3000

Type purchase requisitions

Description

Given an office supply catalog and five blank purchase requisition forms, the student will locate the necessary information and type it on the forms.

Materials, Supplies, and/or Equipment

Included: Requisition forms

List of items to be ordered

Catalog

Needed but not Included: Typewriter

Correction tape

Suggested Requirements

Prerequisites: Typing I

Approximate Time to Complete: 45 minutes

Accuracy: 100%

PURCHASE REQUISITION
LEE JO DUKE LEGAL AID ASSOCIATES
465 Magnolia Terrace
Buford, New York 11667-8742

Deliver To: Duke

Requisition No.: 1776

Location: Above Address

Date Issued: December 1, 19--

Job No.: 1

Date Required: ASAP

Approved By:

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
500 sets	Three-Part Desk Size Receipt Books	$34.95	$34.95
30	Shipping Boxes, 7513, 12"x4"x12"	25.50	51.00
	Total		$85.95

PURCHASE REQUISITION

LEE JO DUKE LEGAL AID ASSOCIATES
465 Magnolia Terrace
Buford, New York 11667-8742

Deliver To: Ethridge

Requisition No.: 1777

Location: Above Address

Date Issued: December 1, 19--

Job No.: 1

Date Required: ASAP

Approved By:

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Work Order Rack #982	$50.95	$50.95
	Total		$50.95

PURCHASE REQUISITION

LEE JO DUKE LEGAL AID ASSOCIATES
465 Magnolia Terrace
Buford, New York 11667-8742

Deliver To: Quinones

Requisition No.: 1778

Location: Above Address

Date Issued: December 1, 19--

Job No.: 1

Date Required: ASAP

Approved By:

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
100	Green Attention-Getting Envelopes #778-1	$28.50	$28.50
100	Kraft Envelopes, 11½"x14½", #786-1	19.95	19.95
100	Three-Part Purchase Order Set, 90-3	22.95	22.95
100	Double Window Envelopes, 771	8.50	8.50
	Total		$79.90

PURCHASE REQUISITION

LEE JO DUKE LEGAL AID ASSOCIATES
465 Magnolia Terrace
Buford, New York 11667-8742

Deliver To: Ellis

Requisition No.: 1779

Location: Above Address

Date Issued: December 1, 19--

Job No.: 1

Date Required: ASAP

Approved By:

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Self-Inking Hand Stamp for "DO NOT BEND", #8822	$12.50	$12.50
100 sets	Proposal/Acceptance Forms	25.50	25.50
	Total		$38.00

PURCHASE REQUISITION
LEE JO DUKE LEGAL AID ASSOCIATES
465 Magnolia Terrace
Buford, New York 11667-8742

Deliver To: Campbell

Requisition No.: 1780

Location: Above Address

Date Issued: December 1, 19--

Job No.: 1

Date Required: ASAP

Approved By:

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
500	Ledger Cards, 6 3/8"x9 1/4", #83	$26.50	$26.50
1	Ledger Posting File, 7½" x 9½" #945	39.95	39.95
1	A-Z Index Guide #45	15.95	15.95
6 Doz.	Fine Point, Bic Biro Pens, Black Ink, #1269	13.50	13.50
	Total		$95.90

Task Title Order No. 3001

Type purchase orders

Description

Given a list of the office supplies needed and five blank purchase order forms, the student will complete the forms.

Materials, Supplies, and/or Equipment

Included: Sample Form (completed)

Purchase Order Forms

Purchase List

Needed but not Included: Typewriter

Correction tape

Suggested Requirements

Prerequisites: Typing I

Approximate Time to Complete: 1 hour

Accuracy: 100%

LEE JO DUKE LEGAL AID ASSOCIATES
465 Magnolia Terrace
Buford, New York 11667-8742

PURCHASE ORDER

No. 1225

This Number Must Appear on All Packages and Papers Relating to This Order.

To: RDE Business & Office Equipment Co.
Monroe Road Chopping Mall
Cleveland, Georgia 30606

DATE 12-2-19--

Ship To: R. D. Ethridge
Address Above

DATE WANTED	SHIPPED VIA	TERMS
1-15-19--	Freight	2/10, N/30

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
3	Superoller 4-Drawer, 22-in deep, Non-Suspension Steel Files, #R640C8082	$ 109.99	$ 329.97
	Tax		13.20
	Amount Due		$ 343.17

LEE JO DUKE LEGAL AID ASSOCIATES
465 Magnolia Terrace
Buford, New York 11667-8742

PURCHASE ORDER

No. 1226

This Number Must Appear on All Packages and Papers Relating to This Order.

To: Roebucvki Table Company
200 Orchard Lane
Buford, New York 11667-8742

DATE 12-2-19--

Ship To: Lee Jo Duke
Address Above

DATE WANTED	SHIPPED VIA	TERMS
1-15-19--	Truck	2/10, N/30

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
312	200-Opus Diskettes	50.00	156.00
1	Roll-Type Printer Table, #R 699C1759 Full length	109.99	109.99
1	Compact Personal Computer Center, R 639C16668	99.99	99.99
	Tax		14.64
	Amount Due		$380.62

LEE JO DUKE LEGAL AID ASSOCIATES
465 Magnolia Terrace
Buford, New York 11667-8742

PURCHASE ORDER

No. 1227

This Number Must Appear on All Packages and Papers Relating to This Order.

To: Machines of the '90's
369-98 West Highland Avenue
Buford, New York 11667-8742

DATE 12-2-19--

Ship To: Lee Jo Duke
Above Address

DATE WANTED	SHIPPED VIA	TERMS
1-15-19--	Truck	2/10, N/30

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
2	Apple 11C Computers with dual disk drives 2 Image Writer Printers, 2 pc centers	$3633.99	$ 3633.99
	Tax		109.02
	Amount Due		$ 3743.01

LEE JO DUKE LEGAL AID ASSOCIATES
465 Magnolia Terrace
Buford, New York 11667-8742

PURCHASE ORDER

No. 1228

This Number Must Appear on All Packages and Papers Relating to This Order.

To: Hodkinston Used Of. Furniture
100 Parkway Drive
Chicago, Illinois 60606-9542

DATE 12-2-19--

Ship To: Bobby Ellis
Address Above

DATE WANTED	SHIPPED VIA	TERMS
1-15-19--	Freight	2/20, N/60

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
14	L-shaped Maple desks #968	$ 60.00	$ 840.00
14	Desk Type Drawing Lamps #1863	7.00	98.00
14	Swivel Leather Armless Chairs #980	60.00	840.00
	Tax		71.12
	Amount Due		$1849.12

LEE JO DUKE LEGAL AID ASSOCIATES
465 Magnolia Terrace
Buford, New York 11667-8742

PURCHASE ORDER

No. 1229

This Number Must Appear on All Packages and Papers Relating to This Order.

DATE 12-2-19--

To: McGregor Office Supplies, Inc.
1999 East 4th Street
Buford, New York 11667-8742

Ship To: Earl Quinones
Address Above

DATE WANTED	SHIPPED VIA	TERMS
1-15-19--	Truck	2/10, N/30

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	IBM Personal Computer, #00987, 120 K, Monitor, Dual Disk Drives and center	$1987.00	$1987.00
	Tax		78.48
	Amount Due		$2066.48

Task Title

Order No. 3002

Type voucher checks

Description

Given a petty cash record sheet and four blank petty cash voucher checks, the student will type a voucher check to replenish the petty cash fund.

Materials, Supplies, and/or Equipment

Included: 1 example of Petty Cash Check from Mr. Duke for November

1 Petty Cash Fund Sheet for December

4 Voucher Checks

20 Petty Cash Vouchers

Needed but not Included: Calculator
Typewriter

Suggested Requirements

Prerequisites: Typing I

General Math

Approximate Time to Complete: 30 minutes

Accuracy: 100%

Bobby Ellis						Petty Cash								231.00
Name	Period Ending			Base Pay	Night School	Other	TOTAL	FICA	Fed. W.H.	State W.H.	Teach. Ret.	Group Ins.	Other	AMOUNT OF CHECK
				Earnings				We Paid Out For You						

Your Earnings From

Detach Before Depositing

Bobby Ellis
Lee Jo Duke Legal Aid Associates

NO. 421
Date December 24, 19--
Amount
$231.00

PAY
To The
Order Of Petty Cash
TWO HUNDRED THIRTY-ONE DOLLARS AND NO/100

To Lee Jo Duke Legal Aid Associates

Authorized Signature

Ronald D. Ethridge						Petty Cash								97.45
Name	Period Ending			Base Pay	Night School	Other	TOTAL	FICA	Fed. W.H.	State W.H.	Teach. Ret.	Group Ins.	Other	AMOUNT OF CHECK
				Earnings				We Paid Out For You						

Your Earnings From

Detach Before Depositing

Ronald D. Ethridge
Lee Jo Duke Legal Aid Associates

NO. 289
Date December 24, 19--
Amount
$97.45

PAY
To The
Order Of Petty Cash
NINETY-SEVEN DOLLARS AND FORTY-FIVE CENTS

To Lee Jo Duke Legal Aid Associates

Authorized Signature

Lee Jo Duke						Petty Cash								703.68
Name	Period Ending			Base Pay	Night School	Other	TOTAL	FICA	Fed. W.H.	State W.H.	Teach. Ret.	Group Ins.	Other	AMOUNT OF CHECK
				Earnings				We Paid Out For You						

Your Earnings From

Detach Before Depositing

Lee Jo Duke
Lee Jo Duke Legal Aid Associates

NO. 7890
Date December 24, 19--
Amount
$703.68

PAY
To The
Order Of Petty Cash
SEVEN HUNDRED THREE DOLLARS AND 68/100

To Lee Jo Duke Legal Aid Associates

Authorized Signature

Earl Quinones						Petty Cash								468.57
Name	Period Ending			Base Pay	Night School	Other	TOTAL	FICA	Fed. W.H.	State W.H.	Teach. Ret.	Group Ins.	Other	AMOUNT OF CHECK
				Earnings				We Paid Out For You						

Your Earnings From

Detach Before Depositing

Earl Quinones
Lee Jo Duke Legal Aid Associates

NO. 1300
Date December 24, 19--
Amount
$ 468.57

PAY
To The
Order Of Petty Cash
FOUR HUNDRED SIXTY-EIGHT DOLLARS AND 57/100

To Lee Jo Duke Legal Aid Associates

Authorized Signature

Task Title

Order No. 3003

Record telephone messages

Description

Given the script for three (3) simulated incoming telephone calls, telephone message forms, and a pen, the student will record the messages neatly and accurately.

Materials, Supplies, and/or Equipment

Included: Telephone Message Script

Telephone Message Forms

Needed but not Included: Pen

Suggested Requirements

Prerequisites: Typing I or Clerical Practice

Approximate Time to Complete: 20 minutes

Accuracy: 100%

PHONE MEMO FORM	TO Earl Quinones		DATE 12-17	TIME 11:30
	FROM Jennifer Howard, Cartersville Co. Office		AREA CODE NUMBER 312-543-9867	
	OF Cartersville, New York			
	MESSAGE	Please call after 1:30 tomorrow or during office hours the remainder of the week. She needs to discuss the letters regarding Mr. Philmore Wright.		
			TAKEN BY (Your Name)	
	PHONED x	CALL BACK x	RETURNED CALL ___	WANTS TO SEE YOU ___ | WILL CALL AGAIN ___

PHONE MEMO FORM

TO Lee Jo Duke			DATE 12-18	TIME 11:30
FROM Lloyd M. Johnson			AREA CODE NUMBER 312-357-8796	
OF Former Client				
MESSAGE	Pet boa has been beaten again.			
			TAKEN BY Your Name	
PHONED x	CALL BACK x	RETURNED CALL __	WANTS TO SEE YOU __	WILL CALL AGAIN __

PHONE MEMO FORM

TO Earl Quinones			DATE 12-19	TIME 1:30
FROM Mrs. Alma Jenkins			AREA CODE NUMBER 312-679-9800	
OF Former Client (Divorce)				
MESSAGE	Needs to talk to you--important!			
			TAKEN BY Your Name)	
PHONED x	CALL BACK x	RETURNED CALL __	WANTS TO SEE YOU __	WILL CALL AGAIN __

Task Title

Order No. 3004

Type sales agreements

Description

Given drafts of three sales agreements on which several changes have been made, the student will type the agreements in final form.

Materials, Supplies, and/or Equipment

Included: 3 Sale Agreement Drafts

4 legal forms

Needed but not Included: Typewriter

Correction tape

Suggested Requirements

Prerequisites: Typing I

Approximate Time to Complete: 1 hour, 30 minutes

Accuracy: 100%

COBB COUNTY
NEW YORK

SALE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS, that I, Calvin Epps of 235 Glenhaven Avenue, Buford, New York, 11746-7412, do agree to purchase the following described automobile:

> 1984 Lincoln Continental, Metallic Blue, Two-door with wire wheels, AM-FM Radio Stereo Cassette System with six speakers, reclining front and back seats, all leather interior, heat and air conditioning systems. The total mileage on the car as of to date which is November 30, 19-- (current year) is 2000 miles (two thousand miles).

from Alberta Walker of 479 East Haven Street, Buford, New York, 11746-7412.

It is solely agreed upon by both the buyer and the purchaser that the fair price of $13,500.00 shall be paid thusly: Two thousand dollars shall be paid as a down payment and monthly payments of three hundred dollars (American Currency--$300) shall be paid until said debt is zero.

If for some reason, illness, negligence of two payments or death, the said automobile shall be returned to its former owner. All payments are due the first day of each month beginning December, 1984.

THIS AGREEMENT IS SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF Mr. Lee Jo Duke, Senior Attorney, Lee Jo Duke Legal Aid Associates, on this Fifteenth Day of November in the Year of our Lord, Nineteen Hundred and Eighty-Four.

This instrument shall be regarded as authentic and is in entire agreement between the parties hereto and no modification of this agreement shall be binding unless attached hereto and signed by the parties in this contract.

COBB COUNTY
NEW YORK

SALE AGREEMENT

The undersigned purchaser agrees to buy, and the undersigned seller agrees to sell the following described property:

Four bedroom double-wide trailer home Serial No. ST098-9876

The improvements thereon consist of new tile in both bathrooms, new fixtures on faucets and new lighting fixtures in the den area.

Included as part of such property are all heating and water equipment, lighting fixtures and TV antenna attached thereto and all plants designed for the decor.

The purchase price of said property shall be: Eight Thousand Five Hundred Dollars in American Money ($8500.00).

The purchaser agrees that he will pay for the preparation of any note and security deed provided for herein, for the recording of the warranty deed and any security deed and for any intangible tax on such security deed.

This agreement made the 3rd day of November, 1984, under the lawas of the state of New York between Herbert Barden, Buyer, and Jesse Jones, Seller, 345 Ashby Street, Buford, New York 11746-7412.

Signed______________________________ Date______________
Buyer

Signed______________________________ Date______________
Seller

Witness______________________________ Date______________
Bobby Ellis, Attorney-At-Law

Witness______________________________ Date______________
Witness

Seal Here

COBB COUNTY
NEW YORK

SALE AGREEMENT

I, Bertha King, of 317 Magnolia Terrace, Buford, New York 11746-7412, do agree to pay Mark Petry, 74-1 Rolling Ridge Drive, Buford, New York 11746-7412, the sum of Three Hundred Dollars (American) for an ice maker, Westinghouse Model #76S02 rust tone refrigerator.

The refrigerator is to be delivered to my home within two days after payment.

All delivery expenses are to be taken care of by the seller, Mark Petry. He will also place the refrigerator in my home and verify that it is in good working condition before departing.

Should there be some malfunctioning of this appliance within sixty days after delivery, the seller will pay to have it repaired.

This contract is in agreement with both the buyer and the seller and no modification shall be binding unless attached hereto and signed by all parties to this agreement. No representation, promise, or inducement not included in this agreement shall be binding upon any party hereto.

Signed______________________________ Date____________________
Buyer

Signed______________________________ Date____________________
Seller

In Witness thereof this day, Twenty First of November in the year of our Lord, Nineteen Hundred and Eighty-Four.

Witness:____________________________ Date____________________
Bobby Ellis, Attorney-At-Law

Witness:____________________________ Date____________________
Tikiki Campbell, Secretary

Signed______________________________Date______________________
Buyer

Signed______________________________Date______________________
Seller

Witness:____________________________Date______________________
Lee Jo Duke, Attorney-At-Law

Witness:____________________________Date______________________
Tikiki Campbell, Secretary

Task Title

Order No. 3005

Type power of attorney

Description

Given a cassette tape on which information for a power of attorney has been recorded, the student will type the power of attorney in correct legal form.

Materials, Supplies, and/or Equipment

Included: Recorded cassette tape

Legal forms

Needed but not Included: Typewriter

Correction tape

Suggested Requirements

Prerequisites: Typing I

Approximate Time to Complete: 45 minutes

Accuracy: 100%

COBB COUNTY

STATE OF NEW YORK

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That I, Starr Kay Morrow, of the County of Cobb, City of Buford, State of New York, do hereby constitute and appoint Hilda Hawk of the County of Cobb, City of Buford, State of New York, as my true and lawful attorney, to stand for me and in my stead operate my Fast Food Restaurant, "Counting Healthy Calories", located on Cambleton Road, City of Buford, State of New York, County of Cobb.

She is granted complete power and authority in and around the establishment. She may make major decisions concerning the business in every aspect as in the best interest of its prosperity.

I hereby grant her full power, without reservation, to act as I would if I were personally present.

In WITNESS WHEREOF, I set my hand and seal this Fifteenth Day of December in the year of Our Lord, Nineteen Hundred and--.

______________________________(Seal)
Starr Kay Morrow

______________________________(Attorney)
Lee Jo Duke

COBB COUNTY

STATE OF NEW YORK

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That I, Gwendolyn Karen Studavan, of the City of Buford, County of Cobb, State of New York, do hereby constitute and appoint Brutus Ewing of the City of Buford, County of Cobb, State of New York, my lawful and true attorney, with full power to negotiate for the purchase of the Carington Mansion located on a 106 acre plantatipn due East of Crawfordville, Georgia, Oglethorpe County.

My said attorney is to do whatever is within his power that is lawful and right in order to purchase said mansion.

IN WITNESS WHEREBY, I set my hand and seal this Fifteenth Day of December in the year of Our Lord Nineteen Hundred and--(Current Year).

__________________________________(Seal)
Gwendolyn Karen Studaven

__________________________________(Attorney)
Lee Jo Duke

SCRIPTS FOR POWER OF ATTORNEY RECORDINGS

(Male Voice)

December 15, 19--, this Power of Attorney is being recorded by Lee Jo Duke, Attorney, Lee Jo Duke Legal Aid Associates, at 10:45 a.m.

#1

Know all men by these presents that I, Starr Kay Morrow, of the County of Cobb, State of New York, City of Buford, do hereby appoint Hilda Hawk of the State of New York, County of Cobb, City of Buford, as my true and lawful attorney, to stand for me and in my stead operate my Fast Food Restaurant, "Counting Healthy Calories", located on Cambleton Road, City of Buford, State of New York, County of Cobb. She is granted complete power and authority in and around the establishment. She may make major decisions concerning the business in every aspect as in the best interest of its prosperity.

I hereby grant her full power without reservation to act as I would if I were personally present.

In Witness Whereof, I set my hand and seal this Fifteenth Day of December in the year of Our Lord, Nineteen hundred and -- (Current Year).

________________________(Seal)

________________________(Attorney)
Lee Jo Duke

This Power of Attorney is being recorded by Lee Jo Duke, December 15, 19-- at 11:05 a.m.

#2

Know all men by these presents, that I Gwendolyn Karen Studaven, of the City of Buford, County of Cobb, State of New York, do hereby constitute and appoint Brutus Ewing of the City of Buford, County of Cobb, State of New York, my lawful and true attorney, with full power to negotiate for the purchase of the Carington Mansion located on a 106 acre plantation due east of Crawfordville, Georgia, Oglethorpe County.

My said attorney is to do whatever is within his power that is lawful and right in order to purchase said mansion.

In witness whereby, I hereunto set my hand and seal this Fifteenth Day of December in the year of Our Lord Nineteen Hundred and -- (Current Year).

_______________________(Seal)

_______________________(Attorney)
Lee Jo Duke

(THIS IS THE END OF THE TAPE.)

Task Title Order No. 3006

Type wills

Description

Given the typed drafts of three wills, the student will type the wills in correct legal form.

Materials, Supplies, and/or Equipment

Included: Typewritten drafts of 3 wills

Legal forms

Needed but not Included: Typewriter

Correction tape

Suggested Requirements

Prerequisites: Typing I

Approximate Time to Complete: 1 hour

Accuracy: 100%

COBB COUNTY

STATE OF NEW YORK

LAST WILL AND TESTAMENT
OF
RICHARD MARSHALL

I, Richard Marshall of 9747 Zebulon Drive, in the County of Cobb, City of Buford, State of New York, hereby declare that this be my Last Will and Testament.

I am married to Rochell Carolyn Marshall. We are the parents of five children, Richard Marshall, Jr., Lee Marshall, Joyce Elaine Marshall, Agnes Rochell Marshall and Julius Paul Marshall.

My remains are to be dispensed of by Everett Welcoming Funeral Parlor. All details of my debts have been taken care of by me prior to this writing.

I direct that all my property be divided as follows:

To my wife, Rochell Carolyn, my life insurance premium of $125,000, the family home, and the cabin located at 21 Pine Top in Orangeburg, South Carolina and $38,000.

To my son, Richard, my stock in BiLo #45 and $38,000.

To my son, Lee, all of my fishing equipment, my hunting equipment, and $38,000.

To my daughter, Agnes Rochell, all of my jewelry which includes: a 2.5 carat ruby birthstone ring, two jade stones weighing a pound each and $38,000.

To my daughter, Joyce, my novelty shop, "This Is It", and $38,000.

To my son, Julius Paul, $50,000 toward his college education and graduate work, an allowance of $3,000 per month until he is 29 years old and $5,000.

I hereby appoint Peggy Linston executrix of my Last Will and Testament. She is to serve without bond.

I set my hand and seal to this, my Last Will and Testament, on this Eighteenth Day of December, 1984, at Buford, New York.

_______________________________________ Date______________
Richard Marshall, Sr.

The above Will was signed by Richard Marshall, Sr., in our presence. He was of sound mind and declared to us that this instrument was his Last Will and Testament.

_______________________________ _____________________ Date______
Ronald D. Ethridge, Attorney Myrtice Huff, Witness

COBB COUNTY
STATE OF NEW YORK

LAST WILL AND TESTAMENT
OF
GUYE JAMISON, SR.

I, Guye Jamison, Sr., of the Manhattan East Nursing Home in Buford, New York, do hereby leave all of my earthly possessions to Mrs. Deborah Hodges.

It is to be understood that she will take care of my dog, Spot, for as long as he lives. Should she precede him in death, Spot is to be given to the Manhattan East Nursing Home to serve as a watch dog and pet for as long as he lives.

I do hereby declare that this be my Last Will and Testament on this Fifth Day of December, Nineteen Hundred and Eighty Four.

Signed______________________
Guye Jamison, Sr.

Date________________________

Witnesses:

______________________ DATE______________________
Earl Quinones, Attorney

______________________ DATE______________________

______________________ DATE______________________

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COBB COUNTY
STATE OF NEW YORK

LAST WILL AND TESTAMENT
OF
LOLEETA JO BORONI

I, Loleeta Jo Boroni, being of sound mind but with a slightly unsound body, do here declare that this be my Last Will and Testament.

It is my desire to be cremated with my ashes deposited at Lake Sidney in Gainesville, Georgia. All fees for expenses which will occur in order to properly dispose of my body are to be paid from my checking account before giving what is left thereof to The Senior Citizen Organization of Dudley Park located on the Oconee River in Athens, Georgia.

These funds are to be used to transport senior citizens, especially those in wheel chairs and with walkers.

My entire savings are to be given to the Cancer Society located on Milledge Avenue in Athens, Georgia, in appreciation for all of the services provided us in the past.

All furniture, appliances and clothing is to be given to the Mount Olive Seventh-day Adventist Church along with my ranch located on the 4-mile estate off of the Spring Lake Road in Buford, New York.

My attorney, Earl Quinones, is duly charged to carry out this my Last Will and Testament to the letter. There are to be absolutely no deviations.

This Will was witnessed by the following people:

______________________________ Date ______________________________

______________________________ Date ______________________________

______________________________ Date ______________________________

On the First Day of December in the year of our Lord Nineteen Hundred and Eighty-Four.

Signed ______________________________

Date ______________________________

Task Title

Order No. 3007

Type endorsements

Description

Given an example of how an endorsement should be typed, the student is instructed to type an endorsement for the wills that were completed in the previous task.

Materials, Supplies, and/or Equipment

Included: Example of an endorsement

Needed but not Included: Endorsement forms
Previously completed wills
Typewriter

Suggested Requirements

Prerequisites: Typing I

Approximate Time to Complete: 30 minutes

Accuracy: 100%

Task Title   Order No. 3008

Type fill-in forms

Description

Given a handwritten copy containing standard information, the student will type the information into the proper blanks of 20 partially completed forms.

Materials, Supplies, and/or Equipment

Included: Handwritten copy
Partially completed forms

Needed but not Included: Typewriter
Correction materials

Suggested Requirements

Prerequisites: Typewriting I

Approximate Time to Complete: 1 hour

Accuracy: 100%

Amount Charged $12.50

LEE JO DUKE LEGAL AID ASSOCIATES

765 Magnolia Terrace
Buford, New York 11667-8742

Client Ms. Ossie Stephens

Address 417 Grove Avenue Buford New York 11742-7313

Street	City	State	ZIP
417 Grove Avenue	Buford	New York	11742-7313

Occupation Social Worker

Date of Birth 01-20-40 Present Age 44

Physical Condition x Excellent ___ Good ___ Poor

Nature of Handicap ___

Education ___

Personal Income:

0 - 6000	___	9001 - 10,000	x
6001 - 9000	___	10,000 - 12,000	___
		Over 12,000	___

Brief description of complaint or situation:

Divorce on the grounds of mental cruelty and adultery

Action Taken: Case taken

Attorney Ellis

Date 12-19-84

Amount Charged $1750

LEE JO DUKE LEGAL AID ASSOCIATES

765 Magnolia Terrace
Buford, New York 11667-8742

Client Daniel Villanueva

Address 2047 Broad Acres Place (Street) Buford (City) New York (State) 11746-7241 (ZIP)

Occupation School Principal

Date of Birth 10-28-42 Present Age 42

Physical Condition ☐ Excellent ☐ Good ☒ Poor

Nature of Handicap

Education Ph.D

Personal Income:

0 - 6000 ☐
6001 - 9000 ☐
9001 - 10,000 ☐
10,000 - 12,000 ☐
Over 12,000 ☒

Brief description of complaint or situation:

Accused of molesting a student

Action Taken: Case taken

Attorney Duke

Date 12-19-84

Amount Charged $50

LEE JO DUKE LEGAL AID ASSOCIATES

765 Magnolia Terrace
Buford, New York 11667-8742

Client Elliott Marsh

Address	1748-C Winston Place	Buford	New York	11746-7412
	Street	City	State	ZIP

Occupation Brick Mason

Date of Birth 09-19-40 Present Age 44

Physical Condition ___ Excellent ___ Good x Poor

Nature of Handicap

Education High School

Personal Income:

0 - 6000		9001 - 10,000	
6001 - 9000		10,000 - 12,000	
		Over 12,000	x

Brief description of complaint or situation:

Customer refused to pay for new room addition - $3,700.
Claims that work was substandard.

Action Taken: Case taken

Attorney Ethridge

Date 12-3-84

LEE JO DUKE LEGAL AID ASSOCIATES
765 Magnolia Terrace
Buford, New York 11667-8742

Date 12-20-84

Dear Ms. Cofer:

Please be reminded that your account is past due. We are sure that this is just an oversight so please remit the amount of $ 18.00 by January 5 so that we can clear your account and balance our books. Your attention to this matter would be highly appreciated.

Bobby Ellis
Attorney

LEE JO DUKE LEGAL AID ASSOCIATES
765 Magnolia Terrace
Buford, New York 11667-8742

Date 12-20-84

Dear Mrs. Stewart:

Please be reminded that your account is past due. We are sure that this is just an oversight so please remit the amount of $ 141.00 by January 5 so that we can clear your account and balance our books. Your attention to this matter would be highly appreciated.

Bobby Ellis
Attorney

LEE JO DUKE LEGAL AID ASSOCIATES
765 Magnolia Terrace
Buford, New York 11667-8742

Date 12-20-84

Dear Mr. Davis:

Please be reminded that your account is past due. We are sure that this is just an oversight so please remit the amount of $ 38.70 by January 5 19 so that we can clear your account and balance our books. Your attention to this matter would be highly appreciated.

Bobby Ellis
Attorney

LEE JO DUKE LEGAL AID ASSOCIATES
765 Magnolia Terrace
Buford, New York 11667-8742

Date 12-20-84

Dear Mr. Watson:

Please be reminded that your account is past due. We are sure that this is just an oversight so please remit the amount of $ 237.50 by January 5 19 so that we can clear your account and balance our books. Your attention to this matter would be highly appreciated.

Bobby Ellis
Attorney

LEE JO DUKE LEGAL AID ASSOCIATES
765 Magnolia Terrace
Buford, New York 11667-8742

Date 12-20-84

Dear Ms. Calvert:

Please be reminded that your account is past due. We are sure that this is just an oversight so please remit the amount of $ 5.50 by January 5 19 so that we can clear your account and balance our books. Your attention to this matter would be highly appreciated.

Lee Jo Duke
Attorney

LEE JO DUKE LEGAL AID ASSOCIATES
765 Magnolia Terrace
Buford, New York 11667-8742

Date 12-20-84

Dear Ms. Williams:

Please be reminded that your account is past due. We are sure that this is just an oversight so please remit the amount of $ 135.00 by January 5 19 so that we can clear your account and balance our books. Your attention to this matter would be highly appreciated.

Lee Jo Duke
Attorney

LEE JO DUKE LEGAL AID ASSOCIATES
765 Magnolia Terrace
Buford, New York 11667-8742

Date 12-20-84

Dear Mr. Simmons:

Please be reminded that your account is past due. We are sure that this is just an oversight so please remit the amount of $ 27.50 by January 5 19 so that we can clear your account and balance our books. Your attention to this matter would be highly appreciated.

R. D. Ethridge
Attorney

LEE JO DUKE LEGAL AID ASSOCIATES
765 Magnolia Terrace
Buford, New York 11667-8742

Date 12-20-84

Dear Mr. Hunter:

Please be reminded that your account is past due. We are sure that this is just an oversight so please remit the amount of $ 13.50 by January 5 19 so that we can clear your account and balance our books. Your attention to this matter would be highly appreciated.

Lee Jo Duke
Attorney

LEE JO DUKE LEGAL AID ASSOCIATES
765 Magnolia Terrace
Buford, New York 11667-8742

Date 12-20-84

Dear Mr. Cox:

Please be reminded that your account is past due. We are sure that this is just an oversight so please remit the amount of $ 249.00 by January 5 19 so that we can clear your account and balance our books. Your attention to this matter would be highly appreciated.

R. D. Ethridge
Attorney

LEE JO DUKE LEGAL AID ASSOCIATES
765 Magnolia Terrace
Buford, New York 11667-8742

Date 12-20-84

Dear Ms. Freeman:

Please be reminded that your account is past due. We are sure that this is just an oversight so please remit the amount of $ 100.50 by January 5 19 so that we can clear your account and balance our books. Your attention to this matter would be highly appreciated.

R. D. Ethridge
Attorney

LEE JO DUKE LEGAL AID ASSOCIATES
765 Magnolia Terrace
Buford, New York 11667-8742

Date 12-20-84

Dear Mr. Billups:

Please be reminded that your account is past due. We are sure that this is just an oversight so please remit the amount of $ 18.50 by January 5 19 so that we can clear your account and balance our books. Your attention to this matter would be highly appreciated.

R. D. Ethridge
Attorney

LEE JO DUKE LEGAL AID ASSOCIATES
765 Magnolia Terrace
Buford, New York 11667-8742

Date 12-20-84

Dear Mr. Miller:

Please be reminded that your account is past due. We are sure that this is just an oversight so please remit the amount of $ 144.00 by January 5 19 so that we can clear your account and balance our books. Your attention to this matter would be highly appreciated.

R. D. Ethridge
Attorney

LEE JO DUKE LEGAL AID ASSOCIATES
765 Magnolia Terrace
Buford, New York 11667-8742

Date 12-20-84

Dear Mrs. King:

Please be reminded that your account is past due. We are sure that this is just an oversight so please remit the amount of $ 5.87 by January 5 19 so that we can clear your account and balance our books. Your attention to this matter would be highly appreciated.

Bobby Ellis
Attorney

LEE JO DUKE LEGAL AID ASSOCIATES
765 Magnolia Terrace
Buford, New York 11667-8742

Date 12-20-84

Dear Mr. Milklin:

Please be reminded that your account is past due. We are sure that this is just an oversight so please remit the amount of $ 196.00 by January 5 19 so that we can clear your account and balance our books. Your attention to this matter would be highly appreciated.

Bobby Ellis
Attorney

LEE JO DUKE LEGAL AID ASSOCIATES
765 Magnolia Terrace
Buford, New York 11667-8742

Date 12-20-84

Dear Mrs. Hightower:

Please be reminded that your account is past due. We are sure that this is just an oversight so please remit the amount of $ 47.00 by January 5 19 so that we can clear your account and balance our books. Your attention to this matter would be highly appreciated.

Bobby Ellis
Attorney

LEE JO DUKE LEGAL AID ASSOCIATES
765 Magnolia Terrace
Buford, New York 11667-8742

Date 12-20-84

Dear Ms. McCrary:

Please be reminded that your account is past due. We are sure that this is just an oversight so please remit the amount of $ 78.00 by January 5 19 so that we can clear your account and balance our books. Your attention to this matter would be highly appreciated.

Bobby Ellis
Attorney

Task Title

Order No. 3009

Prepare itineraries

Description

Given a schedule of meetings and an airline timetable, the student will be able to choose flights for traveling to and from an area, set up itineraries for three people attending a two-day conference, and type itineraries in an attractive format.

Materials, Supplies, and/or Equipment

Included: Schedule of meetings and times

Needed but not Included:
- Typewriters
- Paper
- Employee Worksheet
- Airline timetable

Suggested Requirements

Prerequisites: Typing I

Approximate Time to Complete: 2 hours

Accuracy: Deduct 5 points for all typing errors; give 25 points for layout- 90% accuracy

ITINERARY OF JOE MONTANA

November 15 to November 17

Denver, Colorado

THURSDAY, NOVEMBER 15: ATLANTA TO DENVER

4:04 p.m.	Leave Atlanta International Airport on Delta Flight 305 (tickets in briefcase).
5:40 p.m.	Arrive Denver, Colorado. Take cab to the Denver Mariott.

FRIDAY, NOVEMBER 16: DENVER

9:00-10:45 a.m.	Meeting: Christmas Packaging, Mr. Bob Johnson
2:00- 4:00 p.m.	Meeting: Festive Advertising, Mrs. Joan Cooper

SATURDAY, NOVEMBER 17: DENVER

8:00-10:00 a.m.	Meeting: Christmas Sales, Ms. Anna Hamilton
1:00- 3:00 p.m.	Meeting: Santa--The World's Best Salesman, Mrs. Pat Jones

SUNDAY, NOVEMBER 18: DENVER TO ATLANTA

9:25 a.m.	Leave Denver, Colorado on Delta Flight 222
1:54 p.m.	Arrive in Atlanta, Georgia

ITINERARY OF SALLY SNOW

November 15 to November 17

Denver, Colorado

THURSDAY, NOVEMBER 15: ATLANTA TO DENVER

4:04 p.m.	Leave Atlanta International Airport on Delta Flight 305 (tickets in briefcase).
5:40 p.m.	Arrive Denver, Colorado. Take cab to Denver Mariott.

FRIDAY, NOVEMBER 16: DENVER

8:00-9:30 a.m.	Meeting: Low-Cost, Effective Advertising, Mr. Jon Miller
12:30-2:00 p.m.	Meeting: Rebudgeting Holiday Funds, Mr. Al Robinson

SATURDAY, NOVEMBER 17: DENVER

7:30-9:00 a.m.	Meeting: Holiday Bonuses--How Much is Enough?, Mr. Bill Howards
2:30-4:00 p.m.	Meeting: Increases in Holiday Income, Mr. Robert Brown

SUNDAY, NOVEMBER 18: DENVER TO ATLANTA

9:25 a.m.	Leave Denver, Colorado on Delta Flight 222
1:54 p.m.	Arrive in Atlanta, Georgia

ITINERARY OF JONATHON ETHRIDGE

November 15 to November 17

Denver, Colorado

THURSDAY, NOVEMBER 15: ATLANTA TO DENVER

4:04 p.m.	Leave Atlanta International Airport on Delta Flight 305 (tickets in briefcase).
5:40 p.m.	Arrive Denver, Colorado. Take cab to the Denver Mariott.

FRIDAY, NOVEMBER 16: DENVER

10:30-12:00Noon	Meeting: Keeping Workers on Task during the Holidays, Mr. Jodi Adams
2:30-4:10 p.m.	Meeting: When to Give a Christmas Bonus, Mr. Paul Crawford

SATURDAY, NOVEMBER 17: DENVER

9:00-10:45 a.m.	Meeting: Gathering Up Loose Ends Before the Holiday, Mrs. Susan Greene
12:30-2:00 p.m.	How Santa Manages the Elves, Mr. Mike Sievert

SUNDAY, NOVEMBER 18: DENVER TO ATLANTA

9:25 a.m.	Leave Denver, Colorado on Delta Flight 222
1:54 p.m.	Arrive in Atlanta, Georgia

Task Title

Order No. 3010

Maintain a petty cash fund

Description

Given a list of vouchers, explanations, dates, and expenses, the student will be able to open the petty cash book with a check, record all the information from the voucher list to the petty cash book, and at the end of the week total and rule the book and find the new cash balance.

Materials, Supplies, and/or Equipment

Included: List of vouchers

Page from a petty cash book

Employee Work Order

Needed but not Included: Calculator

Reference: Recordkeeping, The Total Concept, Houghton/Mifflin

Suggested Requirements

Prerequisites: Recordkeeping

Approximate Time to Complete: 30 minutes

Accuracy: 100% - Deduct 5 points for any error and 2 points for messiness

PETTY CASH BOOK

Date	Explanation	Doc. No.	PETTY CASH Received	PETTY CASH Paid Out	DISTRIBUTION OF EXPENSES Delivery Expense	Office Expense	Mainten. Expense	Other Expenses Expense	Other Expenses Amount
Oct. 10	Established fund	CK	100.00						
Oct. 10	Paper Clips	V1		1.75		1.75			
10	Stamps	V2		10.00	10.00			Entertain.	6.75
11	lunch w/client	V3		6.75				Entertain	1.25
12	coffee w/client	V4		1.25					
12	repaired leaky faucet	V5		2.34			2.34		
12	Cab fare	V6		2.00	2.00				
13	light bulb	V7		2.45			2.45		
14	cut grass	V8		10.00			10.00		
14	typewriter ribbons	V9		5.00		5.00			
15	Sent package UPS	V10		7.50	7.50				
15	Totals		100.00	49.04	19.50	6.75	14.79		8.00
			100.00	49.04	19.50	6.75	14.79		8.00
15	Cash balance $50.96								

Task Title

Order No. 3011

Type alphabetic and numeric rosters

Description

Given a list of 50 names and client numbers, the student will arrange the list in alphabetic order and type the list as a two-column table; arrange the list in numeric order using the first three digits of the client's number and type as a two-column table.

Materials, Supplies, and/or Equipment

Included: List of clients and numbers

Employee Work Order

Needed but not Included: Typewriter

Correction materials

Reference: Filing Made Easy, Houghton/Mifflin

Suggested Requirements

Prerequisites: Typing I

Knowledge of some filing rules (recordkeeping or a filing course)

Approximate Time to Complete: 2 hours

Accuracy: 100% - Deduct 2 points for any filing error or typing error

ALPHABETIC LISTING

Arnett, Beth	320724
Austin, Bruce	454931
Barrentine, John	436581
Bowman, Andrew	938513
Brannon, Gregg	179428
Cole, Cheryl	344211
Comeaux, Clara	334822
Doran, Susan	294910
Durbin, Laura	312369
Edmonson, Dale	325143
Erikson, Mark	250792
Fretwell, Clifford	767041
Gibbony, James	483454
Gwynn, Kevin	302986
Haines, Richard	634954
Ingram, George	634780
Jackson, Wendell	874104
Johnson, Ted	292208
Keiser, Hillary	469588
Kigmar, Joel	075927
Kreuter, Bonnie	108953
Kurien, Cyriac	292706
Lawson, Donald	696861
Lloyd, David	792463
Lolley, Rufus	904216
Manderson, Earl	094326
Mooring, Robert	498155
Neiman, Duncan	184273
Newton, Douglas	231178
O'Hara, Patrick	461971
Orlansky, Ken	876779
Pearson, Sarah	997371
Phillips, Nelson	351537
Postwort, Grant	970641
Quantrell, Jack	628743
Reichert, Phillip	992929
Russell, Brian	925340
Simpson, Tony	436824
Sunderland, Candace	955151
Talford, Phyllis	007643
Tanner, Howard	948447
Thomas, Russ	604298
Uber, Stanley	348576
Ullman, Fred	972681
Visscher, Saul	576984
Warbington, Clarence	457407
Weston, Max	408929
Wilmoth, Harry	589721
Younker, Ronald	971738
Zwicker, Bill	378424

NUMERIC LISTING

Talford, Phyllis	007643
Kigmar, Joel	075927
Manderson, Earl	094326
Kreuter, Bonnie	108943
Brannon, Gregg	179428
Neiman, Duncan	184273
Newton, Douglas	231178
Erikson, Mark	250792
Johnson, Ted	292208
Kurien, Cyriac	292706
Doran, Susan	294910
Gwynn, Kevin	302986
Durbin, Laura	312369
Arnett, Beth	320724
Edmonson, Dale	325143
Comeaux, Clara	334822
Cole, Cheryl	344211
Phillips, Nelson	351537
Zwicker, Bill	378424
Weston, Max	408929
Barrentine, John	436581
Simpson, Tony	436824
Uber, Stanley	438576
Austin, Bruce	454931
Warbington, Clarence	457407
O'Hara, Patrick	461971
Keiser, Hilary	469588
Gibbony, James	483454
Mooring, Robert	498155
Visscher, Saul	576984
Wilmoth, Harry	589721
Thomas, Russ	604298
Quantrell, Jack	628743
Haines, Richard	634954
Lawson, Donald	696861
Fretwell, Clifford	767041
Lloyd, David	792463
Jackson, Wendell	874104
Orlansky, Ken	876779
Lolley, Rufus	904216
Russell, Brian	925340
Bowman, Andrew	938513
Tanner, Howard	948447
Sunderland, Candace	955151
Postwort, Grant	970041
Younker, Ronald	971738
Ullman, Fred	972681
Reichert, Phillip	992929
Pearson, Sarah	997371

Task Title

Order No. 3012

Type contracts

Description

Given instructions and the materials listed, the student will type, in legal form, a contract on which several changes have been made making all indicated changes and proofread the contract, retyping, if necessary.

Materials, Supplies, and/or Equipment

Included: Employee Work Order

Handwritten contract

Legal typing paper

Needed but not Included: Typewriter

Correction materials

Workbook

Reference: *Century 21 Typewriting*, Southwestern and *Legal Office Typing*, Southwestern

Suggested Requirements

Prerequisites: Typing I

Introduction to legal typing

Approximate Time to Complete: 1 hour

Accuracy: 100% - Due to the importance of total accuracy in legal typing, errors must count heavily. Any typing or form error is a deduction of 10 points. Messy corrections are a deduction of 5 points. Any changes in figures must be initialed.

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CONTRACT

THIS AGREEMENT, made February 14, 1984, between McLeroy Construction Company, of the City of Lilburn, County of Gwinnett, State of Georgia (hereinafter called BUILDER) and the Towers Corporation, of the same place (hereinafter called BUYER) witnesseth:

THAT THE BUILDER, in consideration of the covenants on the part of the BUYER, hereinafter contained, hereby agrees to construct a one-story warehouse on BUYER'S premises at 311 Bruce Avenue, Atlanta, Georgia, such construction to begin June 1 next and be completed November 1 next. The plans and specifications for said building attached herewith are a part of and are included in this contract.

AND THE BUYER, in consideration of the foregoing covenants on the part of the BUILDER, agrees to pay to the BUILDER, or his order, One Hundred Sixty-Nine Thousand Eight Hundred Fourteen Dollars ($169,814), lawful money of the United States, immediately upon completion of the construction, delivery of the Architects Certificate to be a condition of the contract.

IN WITNESS WHEREOF, the parties have hereinto set their hands and seals on the day and year first written above.

________________________(Seal)
Builder

________________________(Seal)
Builder

In the presence of:

____

____

Task Title

Order No. 3013

Prepare bank deposits

Description

Given 10 checks of varied amounts and in information on currency and coins, the employee will fill out and total a deposit slip.

Materials, Supplies, and/or Equipment

Included: Sheet containing 10 checks from customers to be deposited into the account

Employee Work Order

Deposit slip

Needed but not Included: Calculator

Suggested Requirements

Prerequisites: Recordkeeping

Personal Finance

Approximate Time to Complete: 15 minutes

Accuracy: 100% - Deduct 5 points for anything missing on deposit slip. Deposit total is worth 35 points.

DEPOSIT SLIP

Fifth and Union Office

BANK OF SEATTLE
Seattle Washington 98104

THE THOMPSON INSURANCE COMPANY
325 Union Street
Seattle, Washington 98104

7009 5890 119 232234

Checks and other items are received for deposit subject to the terms and conditions of this bank's collection agreement.

Date Nov. 3, 1984

CURRENCY	50.00
COINS	25.53
CHECKS	
1. 64-041	$ 35.85
2. 64-041	126.31
3. 74-041	136.14
4. 72-013	25.18
5. 72-013	14.72
6. 64-041	52.25
7. 64-041	56.75
8. 62-217	125.00
9. 62-217	32.51
10. 62-217	16.71
11.	
12.	

TOTAL DEPOSIT $ 696.95

Task Title

Order No. 3014

Type statistical forms

Description

Given a typed budget on which changes have been made, the student will type it in table form (new copy) making all corrections indicated; and using a calculator, verify totals to be sure they are correct.

Materials, Supplies, and/or Equipment

Included: Typed budget with changes noted

Needed but not Included: Typewriter

Correction materials

Paper

Calculator

Suggested Requirements

Prerequisites: Recordkeeping

Typing II

Approximate Time to Complete: 2 - 3 hours

Accuracy: 100% - Deduct 5 points for any error

GWINNETT COUNTY SCHOOLS

LOCAL SCHOOL BUDGET/LOCAL FUNDS SUMMARY

SCHOOL NAME: Parkview High School

Name of Fund Account	Estimated Beginning Balance	Anticipated Income	Estimated Total Budget	Amount Budgeted for Disbursement Through County	Amount Budgeted for Disbursement By School
GENERAL FUND					
Pictures	0.00	2,000.00	2,000.00	0.00	2,000.00
Concessions	0.00	1,000.00	1,000.00	0.00	1,000.00
GeneralnFund	500.00	4,000.00	4,500.00	2,500.00	2,000.00
DONATIONS					
PTSA	0.00	1,500.00	1,500.00	0.00	1,500.00
FEES:					
General Fees					
Language Arts	0.00	1,000.00	1,000.00	0.00	1,000.00
Art	0.00	200.00	200.00	0.00	200.00
Band	0.00	200.00	200.00	0.00	200.00
Business Ed/Typing	4,500.00	5,000.00	9,500.00	1,000.00	8,500.00
Choral Music	0.00	200.00	200.00	0.00	200.00
Driver Ed	0.00	1,800.00	1,800.00	0.00	1,800.00
Home Ec.	0.00	0.00	0.00	0.00	0.00
Industrial Arts	0.00	1,600.00	1,600.00	0.00	1,600.00
Math	0.00	200.00	200.00	0.00	200.00
Lab Science	500.00	3,000.00	3,500.00	500.00	3,000.00
Social Studies 523	100.00	1,500.00	1,600.00	500.00	1,100.00
Lockers	0.00	3,000.00	3,000.00	3,000.00	0.00
Library	50.00	500.00	550.00	0.00	550.00
Parking	3,000.00	7,000.00	10,000.00	2,000.00	8,000.00
Physical Ed.	0.00	1,050.00	1,050.00	0.00	1,050.00
VOT & IOP	0.00	700.00	700.00	0.00	700.00
ATHLETICS:					
Football	0.00	20,000.00	20,000.00	10,000.00	10,000.00
Basketball	0.00	4,000.00	4,000.00	2,000.00	2,000.00
Other Sports	0.00	2,000.00	2,000.00	0.00	2,000.00
TOTALS	8,650.00	61,450.00	70,100.00	21,500.00	48,600.00

Task Title

Order No. 3015

Prepare receipts

Description

Given a book of receipt forms and a list of persons who have paid their rent for one month, the student will write a receipt for each person.

Materials, Supplies, and/or Equipment

Included: Receipts

List of persons who have paid their rent

Needed but not Included: Typewriter

Correction materials

Carbon paper

Suggested Requirements

Prerequisites: Typing I

Recordkeeping

Approximate Time to Complete: 1 hour

Accuracy: 100% - Deduct 2 points for any messy corrections and for any error in typing

Plymouth Rock Apartment
2567 First Avenue
Brunswick, GA 30520

RECEIPT

1

November 30, 1984

Received from Mr. Alex Moore

Three hundred forty + 00/100 DOLLARS ($340.00)

For Monthly rent

How paid:

BY__________________

Check X No. 2985 Cash __

Plymouth Rock Apartment
2567 First Avenue
Brunswick, GA 30520

RECEIPT 2
November 30, 1984

Received from Mr. & Mrs. Todd Robertson

Five hundred eighty & 00/100 — DOLLARS ($580.00)

For Monthly rent

How paid: BY __________

Check__ No.__ Cash X

Plymouth Rock Apartment
2567 First Avenue
Brunswick, GA 30520

3

RECEIPT

November 30, 1984

Received from Mr. Carl Sanderson

Four hundred sixty five 00/100 DOLLARS ($ 465^{00})

For Monthly rent

How paid:

BY ____________________

Check X No. 1855 Cash __

Plymouth Rock Apartment
2567 First Avenue
Brunswick, GA 30520

RECEIPT 4
November 30, 1984

Received from Mrs. Kay Smith

Three hundred forty & 00/100 — DOLLARS ($ 340.00)

For Monthly rent

How paid: BY

Check X No 109 Cash __

Plymouth Rock Apartment
2567 First Avenue
Brunswick, GA 30520

RECEIPT 5

November 30, 1984

Received from Mr. Doug Adams

Four hundred sixty five 00/100 DOLLARS ($465.00)

For monthly rent

How paid: BY ____

Check X No. 1119 Cash __

Plymouth Rock Apartment
2567 First Avenue
Brunswick, GA 30520

RECEIPT 6

November 30, 1984

Received from Ms. Alice Anderson

Three hundred forty + 00/100— DOLLARS ($\$340^{00}$)

For Monthly rent

How paid: BY

Check X No 1564 Cash __

7

Plymouth Rock Apartment
2567 First Avenue
Brunswick, GA 30520

RECEIPT
November 30, 1984

Received from Mrs. Pameula Fitts

Four hundred sixty five 00/100 DOLLARS ($465.00)

For Monthly rent

How paid: BY ____

Check X No 1246 Cash __

8

Plymouth Rock Apartment
2567 First Avenue
Brunswick, GA 30520

RECEIPT

November 30, 1984

Received from Mr. & Mrs. Sam Harter

Five hundred eighty 00/100— DOLLARS ($580^{00})

For Monthly rent

How paid: BY__________

Check__No.__Cash X

Plymouth Rock Apartment
2567 First Avenue
Brunswick, GA 30520

R E C E I P T 9

November 30, 1984

Received from Mr. + Mrs. Ashton Washington

Six hundred forty four $^{00}/_{100}$ DOLLARS (\$644^{00})

For Monthly rent

How paid: BY ____________

Check X No. 2004 Cash __

Plymouth Rock Apartment
2567 First Avenue
Brunswick, GA 30520

RECEIPT

10

November 30, 1984

Received from Mr. John Wilburn

Five hundred eighty & 00/100 — DOLLARS ($580.00)

For Monthly rent

How paid:

BY ____________________

Check ✓ No. 1022 Cash __

Plymouth Rock Apartment
2567 First Avenue
Brunswick, GA 30520

RECEIPT 11

November 30, 1984

Received from Mr. Adam York

Six hundred forty four 00/100 DOLLARS ($ 644.00)

For Monthly rent

How paid: BY __________

Check X No 501 Cash __

Plymouth Rock Apartment
2567 First Avenue
Brunswick, GA 30520

RECEIPT 12

November 30, 1984

Received from Ms. Virginia Zimmerman

Six hundred forty four 00/100 DOLLARS ($$644^{00}$)

For Monthly rent

How paid: BY________________

Check__ No.__ Cash X

Task Title

Order No. 3016

Reconcile bank statements

Description

Given a bank statement, a reconciliation form, the checkbook stubs for the month, and the canceled checks for the month, the student will determine the outstanding checks for the month and find the new balance for the checkbook by reconciling the bank statement.

Materials, Supplies, and/or Equipment

Included: Bank statement

Reconciliation form

Checkbook stubs

Canceled checks

Needed but not Included: Calculator (not necessary)

Suggested Requirements

Prerequisites: Recordkeeping or Personal Finance

Approximate Time to Complete: 30 minutes

Accuracy: 100% - Deduct 16.6 points for any incorrect amount on reconciliation form

SOUTHERN TASKS BANK

COLE ROAD

Lilburn, Georgia 30247

SUGGESTIONS TO HELP YOU BALANCE YOUR BANK STATEMENT

Fill in below amounts from your checkbook and bank statement.

Balance Shown on BANK STATEMENT $ 606.36 ①

Add Deposits Not on Statement:
$ __________
$ __________

Total. . . . . . . $ 606.36

Subtract Checks Written but not on Statement: (Outstanding Checks)

$ 15.25 $ __________
79.82
34.00

Total Outstanding Chks. $ 129.07 ②

Available Bank Balance $ 477.29 ③

Balance Shown on your CHECKBOOK $ 483.29 ④

Less Service Charge $ 6.00 ⑤

Less Bank Charges not in Checkbook

$ __________

Total. . . . . . . $ _____

Corrected Checkbook Bal. $ 477.29 ⑥

Task Title

Order No. 3017

Type address labels

Description

Given a mailing list containing 25 names and addresses, the student will type an address label for each in proper form.

Materials, Supplies, and/or Equipment

Included: Label forms

Needed but not Included: Real address labels

Suggested Requirements

Prerequisites: Instructions on typing address labels

Approximate Time to Complete: 30 minutes

Accuracy: 99%

Hoffman, Margaret C. (Mrs.)
7203 Anna Avenue
St. Louis, MO 63143

Brubaker, Oren F. (Mr.)
309 Mascoutah Avenue
Belleville, IL 62221

Molyneux, Alex V. (Mr.)
640 Madison Road
Granite City, IL 62040

Van Buren, Andrew C. (Mr.)
3612 Bellerive Boulevard
St. Louis, MO 63116

Leverette, Ronadl R. (Mr.)
10608 Bruno Avenue
St. Louis, MO 63114

O'Leary, Marian W. (Dr.)
681 Waterville Road
Edwardsville, IL 60225

Conti, Alfred M. (Mr.)
29 St. Charles Place
Alton, MO 65606

Morales, Lucia I. (Ms.)
1819 Martin Luther King Drive
East St. Louis, IL 62205

Schultz, Alverna M. (Ms.)
6130 Easton Avenue
St. Louis, MO 63134

Fernandez, Rosa R. (Mrs.)
985 Chesterfield Avenue
Ballwin, MO 63011

Marcus, Leonard C. (Mr.)
4056 Webster Road
Kirkwood, MO 63122

Cheng, Yuan D. (Mr.)
5426 January Avenue
Saint Louis, MO 63109

Monahan, Albert T. (Mr.)
908 Elm Street
East Saint Louis, IL 62003

Benedetti, Louise A. (Ms.)
1120 Wilson Avenue
Saint Louis, MO 63130

Kowalski, Mary Ann (Miss)
8452 Tennessee Avenue
Saint Louis, MO

Schwartz, Rebecca L. (Mrs.)
4798 Primm Street
St. Louis, MO 63116

Green, Raymond W. (Mr.)
30 East Georgia Street
Indianapolis, IN 42604

Burke, Charles N. (Mr.)
280 Lee Drive
Annapolis, MD 21403

Alexander, David (Mr.)
621 Mark Twain Road
Charlotte, NC 28213

Meyers, Leonard (Mr.)
444 Evergreen Drive
Hollywood, FL 33023

Brooks, Wayne (Mr.)
1399 Sherman Avenue
Saint Louis, MO 63125

Woodring, Paul C. (Mr.)
103 - 75th Street
Jamaica, NY 11417

Walters, Vernon J. (Mrs.)
236 Ninth Street
Providence, RI 02906

Miller, James B. (Mr.)
11300 Jupiter Street
Dallas, TX 75218

Task Title

Order No. 3018

Type addresses on index cards

Description

Given 25 index cards and a list containing names and addresses of businesses, the student will type the names on the cards in indexing order, triple space, and type the addresses.

Materials, Supplies, and/or Equipment

Included: Mailing list

Needed but not Included: Correction materials

Typewriter

Suggested Requirements

Prerequisites: Instructions for typing business cards

Approximate Time to Complete: 30 minutes

Accuracy: 95%

THE STUDENTS ARE REQUIRED TO TYPE THE INFORMATION ON INDEX CARDS *IN THE FORMAT SHOWN:* (The numbers will not be shown on the cards).

1. Sakamoto, Nancy (Mrs.)

Mrs. Nancy Sakamoto
3107 Diamond Head Road
Honolulu, HI 96815-7321

2. Perry, Joseph (Mr.)

Mr. Joseph Perry
2659 Fountain Street
Ewa, HI 96706-3826

3. Moriwaki, Grace (Mrs.)

Mrs. Grace Moriwaki
2574 Pearl Street
Kailua, HI 96734-5235

4. Yuen, Jean (Miss)

Miss Jean Yuen
1305 Kamehameha Avenue
Aiea, HI 96701-3463

5. Mitamura, George (Mr.)

Mr. George Mitamura
1036 Hibiscus Drive
Waialua, HI 96791-5726

6. Chin, Violet (Mrs.)

Mrs. Violet Chin
4016 Coast Road
Pearl City, HI 96782-6902

7. Carvalho, Ramon (Mr.)

Mr. Ramon Carvalho
3984 Sunnyvale Street
Kaneohe, HI 96744-4826

8. Okwandu, Susan (Miss)

Miss Susan Okwandu
3791 Floral Avenue
Kahuku, HI 96731-2732

9. Clark, Charles (Mr.)

Mr. Charles Clark
3829 Paradise Street
Wahiawa, HI 96786-5834

10. Goldberg, David (Mr.)

Mr. David Goldberg
789 Beechwood Drive
Fairfax, VA 22031-4789

11. Gonzales, Maria (Mrs.)

Mrs. Maria Gonzales
397 Chestnut Street
Falls Church, VA 22046-9839

12. Okoh, George (Mr.)

Mr. George Okoh
807 Laurel Drive
Abingdon, VA 24210-3827

13. Brubaker, Oren F. (Mr.)

Mr. Oren F. Brubaker
309 Mascoutah Avenue
Belleville, IL 62221-8998

14. Molyneux, Alex V. (Mr.)

Mr. Alex V. Molyneux
640 Madison Road
Granite City, IL 62040-5953

15. Van Buren, Andrew C. (Mr.)

Mr. Andrew C. Van Buren
3612 Bellerive Boulevard
St. Louis, MO 63116-3273

16. Leverette, Ronald R. (Mr.)

Mr. Ronald R. Leverette
10608 Bruno Avenue
St. Louis, MO 63114-3663

17. O'Leary, Maria W. (Dr.)

Dr. Maria W. O'Leary
681 Waterville Road
Edwardsville, IL 62025-5101

18. Conti, Alfred M. (Mr.)

Mr. Alfred M. Conti
29 St. Charles Place
Alton, MO 65606-6767

19. Morales, Lucia I. (Ms.)

Ms. Lucia I. Morales
1819 Martin Luther King Drive
East Saint Louis, IL 62205-2504

20. Schultz, Alverna M. (Ms.)

Ms. Alverna M. Schultz
6130 Eaton Avenue
St. Louis, MO 63134-4733

21. Fernandez, Rosa R. (Mrs.)

Mrs. Rosa R. Fernandez
985 Chesterfield Avenue
Ballwin, MO 63011-2001

22. Marcus, Leonard C. (Mr.)

Mr. Leonard C. Marcus
4056 Webster Road
Kirkwood, MO 63122-4261

23. Cheng, Yuan K. (Mr.)

Mr. Yuan K. Cheng
5426 January Avenue
St. Louis, MO 63109-4601

24. Wetzel, Susan A. (Miss)

Miss Susan A. Wetzel
237 Chestnut Street
Creve Coeur, MO 63141-2900

25. Hoffman, Margaret C. (Mrs.)

Mrs. Margaret C. Hoffman
7203 Anna Avenue
St. Louis, MO 63143-3171

Task Title

Type file labels

Order No. 3019

Description

Given a list of 25 names in indexing order, the student will type a file folder label for each.

Materials, Supplies, and/or Equipment

Included: List of names

Needed but not Included: Typewriter
Correction materials

Suggested Requirements

Prerequisites: At least 1 year of typing
Instructions in typing file labels

Approximate Time to Complete: 20 minutes

Accuracy: 98%

Hoffman, Margaret C. (Mrs.)

Burbaker, Oren F. (Mr.)

Molyneux, Alex V. (Mr.)

Van Buron, Andrew C. (Mr.)

Leverette, Ranadl R. (Mr.)

O'Leary, Marian W. (Dr.)

Conti, Alfred M. (Mr.)

Morales, Lucia I. (Ms.)

Schultz, Alverna M. (Ms.)

Fernandez, Rosa R. (Mrs.)

Marcus, Leonard C. (Mr.)

Cheng, Yuan K. (Mr.)

Monahan, Albert T. (Mr.)

Benedetti, Louise A. (Ms.)

Kowalski, Mary Ann (Miss)

Schwartz, Rebecca L. (Mrs.)

Green, Raymond W. (Mr.)

Burke, Charles N. (Mr.)

Alexander, David (Mr.)

Meyers, Leonard A. (Mr.)

Brooks, Wayne (Mr.)

Woodring, Paul C. (Mr.)

Walters, Vernon J. (Ms.)

Miller, James B. (Mr.)

Wetzel, Susan A. (Miss)

Task Title

Order No. 3020

Type a business letter in proper format

Description

Given a cassette tape on which a letter has been dictated, the student will transcribe the letter in mailable form using a correct business letter format.

Materials, Supplies, and/or Equipment

Included: Recorded cassette tape

Needed but not Included: Correction materials
Cassette recorder

Suggested Requirements

Prerequisites: Advanced instruction in typing
Instructions on how to type from dictation

Approximate Time to Complete: 10 minutes

Accuracy: 98%

Script for Tape - (Male Voice)

Use the current date. This letter goes to Television Station KTKT, 300 Grant Building, Pittsburgh, Pennsylvania 15219.

Gentlemen:

We thank you for the time you are giving our promotional spot announcements. You have been very generous in arranging the schedule for these spots, which we are sure have contributed to our recent increase in membership support. The announcements have also made the consumers in our area more aware of the service they can receive from our organization. This is an excellent public service for which you should be highly commended.(PARAGRAPH)

The general public recognizes the role of television and radio as communication and entertainment media, but we doubt that it realizes the extent of their public service activities. We doubt that the public knows how much time these media give for publicity and announcements for worthy fund drives, messages from the government to the public, promotion of non-profit public service organizations such as ours, and many other causes in the public interest. (PARAGRAPH)

We are pleased that your schedule will continue to carry our announcements. You may be sure that we will let all of our members know of your cooperation.

Sincerely yours, Better Business Bureau

Sign the letter Stanley Michaels, Vice President

(THIS IS THE END OF THE TAPE.)

December 4, 1984

Television Station KPKP
300 Grant Building
Pittsburg, PA 15219

Gentlemen:

We thank you for the time you are giving for our promotional spot announcements. You have been very generous in arranging the schedule of these spots, which we are sure have contributed to our recent increase in membership support. The announcements have also made the consumers in our area more aware of the service they can receive from our organization. This is an excellent service for which you should be highly commended.

The general public recognizes the role of television and radio as communication and entertainment media, but we doubt that it realizes the extent of their public service activities. We doubt that the public knows how much time these media give for publicity and announcements for worthy fund drives, messages from the government to the public, promotion of non-profit public service organizations such as ours, and many other causes in the public interest.

We are pleased that your schedule will continue our announcements. You may be sure that we will let all of our members know of your cooperation.

Sincerely yours,

BETTER BUSINESS BUREAU

Stanly Michels
Vice President

dh

Task Title

Order No. 3021

Type a memorandum

Description

Given a cassette tape on which dictation has been recorded, the student will transcribe the dictation into a mailable memorandum using the correct format.

Materials, Supplies, and/or Equipment

Included: Cassette tape (recorded)

Needed but not Included: Correction materials

Cassette recorder

Suggested Requirements

Prerequisites: Advanced typing

Instructions on setting up memorandums

Instructions on how to transcribe from dictation

Approximate Time to Complete: 10 minutes

Accuracy: 100%

Script for Tape - (Male Voice)

This memorandum goes to Family Forum Committee Members, From Ed Ross, Chairman, Subject Junior Chamber of Commerce Family Forum

Enclosed is a copy of the material on banking and insurance for our Family Forum. (CAPITALIZE THE F'S IN BOTH WORDS) Mr. John Wilson of the First National Bank and Mr. Kenneth Stevens of the Empire Insurance Company have agreed to conduct forum sessions on banking and insurance respectively. They have provided the enclosed material as outlines of what they think should be covered on the subjects. (PARAGRAPH)

We should study these outlines carefully and formulate our questions in advance to insure proper development of the subjects during the question-and-answer periods. Both Mr. Wilson and Mr. Stevens suggested this method and will confine their talks to short periods of time to provide more opportunity for questions. (PARAGRAPH)

We will submit our questions to the speakers several days in advance of their sessions so they will be prepared. They feel that by our asking general questions, that will develop the subjects, others will be encouraged to ask their specific questions; and we will have lively and beneficial sessions.

ch

closure

(THIS IS THE END OF THE TAPE.)

(Current Date)

MEMORANDUM

TO: Family Forum Committee Members

FROM: Ed Ross, Chairman

SUBJECT: Junior Chamber of Commerce Family Forum

Enclosed is a copy of the material on banking and insurance for our Family Forum. Mr. John Wilsin of the First National Bank and Mr. Kenneth Stevens of the Empire Insurance Company have agreed to conduct forum sessions on banking and insurance respectively. They have provided the enclosed material as outlines of what they think should be covered on the subjects.

We should study these outlines carefully and formulate our questions in advance to ensure proper development of the subjects during the question-and-answer periods. Both Mr. Wilson and Mr. Stevens suggested this method and will confine their talks to short periods of time to provide more opportunity for questions.

We will submit our questions to the speakers several days in advance of their sessions so they will be prepared. They feel that by our asking general questions that will develop the subjects, others will be encouraged to ask their specific questions, and we will have lively and beneficial sessions.

ER:urs

Enclosure

Task Title

Order No. 3022

Type a news release

Description

Given a handwritten copy of the information needed for a news release, the student will type the release in correct form.

Materials, Supplies, and/or Equipment

Included: Handwritten copy of news release

Needed but not Included: Typewriter
Correction materials

Suggested Requirements

Prerequisites: Advanced typing instructions
Instructions for typing news releases

Approximate Time to Complete: 30 minutes

Accuracy: 100%

NEWS RELEASE

Chicago, November 21, 1984--While addressing stockholders' meeting in the Convention Center, President Joseph Miller announced April 21 as the date schedule for IBP Corporation's ground-breaking ceremonies for a 5-building headquarters complex estimated to cost in excess of $75 million. Site of the new development is company-owned acreage north of the present administration area. Miller also confirmed IBP's plans to expand its highly sophisticated computer services operation by building an 8-floor addition to present facilities. Cost of the new building for computer operations is projected to reach $43 million.

IBP's plans for expansion of plant and operations reflect a strong corporate optimism based, in part, on a strong commitment to diversification of products and services. Figures for the last five years show IBP's sales to have grown 32 percent annually. This year the corporation anticipates 30 percent growth, and it hopes to sustain a compound growth rate of 25-30 percent well into the next decade. Reaction by stockholders to the Miller announcements was very supportive.

Ms. Jane Huybers

Task Title Order No. 3023

Type office communications with carbons

Description

Given a cassette tape containing dictation for three business letters and two memorandums, the student will type the documents in mailable form using the correct formats, making three carbon copies of each.

Materials, Supplies, and/or Equipment

Included: Cassette tape (recorded)

Needed but not Included: Correction materials
Cassette recorder
Carbon paper

Suggested Requirements

Prerequisites: Advanced typing instructions
Instructions for setting up business letters
Instructions for setting up memorandums

Approximate Time to Complete: 40 minutes

Accuracy: 98%

Script for Tape - (Male Voice)

Transcribe the following correspondence. Use an acceptable format for each.

This first letter goes to the Barrington Corporation, 400 Post Street, San Francisco, California 94102. Use the current date.

Gentlemen:

This letter is to acquaint you with our new contract service to businesses and organizations. Our dispatch records show that you called for our service 53 times during the past month. We are happy that we were able to serve you and suggest that you may find our contract service convenient and economical. (PARAGRAPH)

We offer passenger, messenger, and delivery services. The delivery service is restricted to small packages. We are sure you will find it helpful in speeding material to another local address. These services extend throughout the greater metropolitan area of San Francisco. You will be billed at the end of each month for all service rendered for the month. The contract provides a rate reduction based on each month's volume. (PARAGRAPH)

We hope you will be interested in discussing this service with us and we will be glad to furnish any further information you wish. If you will contact us, our representative, Mr. Allen Danner, will call on you at your convenience.

Sincerely yours, Progressive Taxicab Company, William L. Bennett, Vice president

---

This next letter goes to Mr. John C. Yates, Account Executive Adams Advertising Agency, 277 Madison Avenue, New York, New York 10016.

Dear Mr. Yates:

A recent survey of the 178 manufacturing companies showed that over 80% had policies specifying the use of tourist or economy class travel. About 25% of these companies permitted their employees to travel first class on long flights and allowed high-ranking executives to go first class. (PARAGRAPH)

Our economy class service is excellent and we would not want our advertising to downgrade it in any way. On the other hand, we believe that some effort should be made to increase the use of our first class service by the business traveler. (PARAGRAPH)

We believe our present plans for media advertising should remain as we approved them in our recent meetings with you. However, it may be a good idea to consider the publication of an additional brochure or leaflet promoting first class travel. The leaflet should be sent to all companies on our present mailing lists. (PARAGRAPH)

Please consider these suggestions and submit your comments on them as soon as possible.

Cordially yours, East-West Airlines, James G. Senders, Public Relations Department

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The third letter goes to Mr. V. O. Henderson, President, Pierce Farm Machinery, Inc., 3890 Grand Boulevard East, Detroit, Michigan, 48202.

Dear Mr. Henderson:

We would like to have an opportunity to discuss your possible use of our "piggyback" (ENCLOSE PIGGYBACK IN QUOTES) service. This method carries loaded truck trailers on special flat cars as freight. It cuts the cost of transporting equipment from factory to dealers all over the country. (PARAGRAPH)

This service reduces wear and tear on tractors and trailers; (SEMICOLON) the tractors stay at the factory or at the terminal where such shipments are to be received. Railway equipment takes the punishment at lower cost than automotive equipment, and the freight moves day and night toward its destination, getting there faster and with less damage than when it goes on the highways. We are sure you would find this service fast and economical. (PARAGRAPH)

If you would like more complete information, please sign and return the enclosed form in the stamped, self-addressed envelope provided.

Very truly yours, Union Railway Company, C. L. McCormick, General Freight Agent.

(BE SURE TO INCLUDE ANY NECESSARY NOTATIONS; SUCH AS ENCLOSURES)

Transcribe these two memorandums. The first one goes to the editorial staff, from Paul J. Reynolds, and the subject is dictaphone secretarial practice course (DSPC).

Miss Tully will be here next Thursday to consult with you on the preparation of the new DSPC. (PARAGRAPH)

In the Student Workbook we wish to stress the importance of the Vocabulary Exercise at the beginning of each record chapter. (CAPITALIZE THE S IN STUDENT, THE W IN WORKBOOK, THE V IN VOCABULARY, AND THE E IN EXERCISE). It is not enough that the student learn to spell the word; (SEMICOLON) she should also have a thorough understanding of its meaning, how to divide the word correctly, and how to use the word easily and naturally in conversation. (PARAGRAPH)

We will discuss these points at our conference next Thursday.

This second memorandum goes to the editorial staff, from Paul J. Reynolds, subject dictaphone secretarial practice course (DSPC).

It is important that particular attention be given to the instructions on the indication slip in the new DSPC Student Workbook. (CAPITALIZE DSPC AND THE S IN STUDENT AND W IN WORKBOOK) The marks on the slip are precise signs on the dictation road map. (PARAGRAPH)

Corrections and length of letters are indicated by marks on the slip that accompanies each record. The upper marks show the length of the letters; (SEMICOLON) the lower marks indicate corrections. The student should always listen to the corrections in a particular letter before she/he starts to transcribe that letter. (PARAGRAPH)

Each division on the scale (PARENTHESIS (10 DASH 20 DASH 30 DASH) etc. (PARENTHESIS) represents approximately 60 words or five 60-space lines of typing, at an average dictation speed of 100 words per minute. A simple reading of the space between end of letter marks in relation to the scale gives the number of lines in each letter. (PARAGRAPH)

Correct use of the indication slip will help the student save time and avoid retypings.

(THIS IS THE END OF THE TAPE.)

November 30, 1984

Barrington Corporation
400 Post Street
San Francisco, CA 94102

Gentlemen:

This letter is to acquaint you with our new contract service to businesses and organizations. Our dispatch records show that you called for our service 53 times during the past month. We are happy that we were able to serve you and suggest that you may find our contract service convenient and economical.

We offer passenger, messenger, and delivery services. The delivery service is restricted to small packages. We are sure you will find it helpful in speeding material to another local address. These services extend throughout the greater metropolitan area of San Francisco. You will be billed at the end of each month for all service rendered for the month. The contract provides a rate reduction based on each month's volume.

We hope you will be interested in discussing this service with us and we will be glad to furnish any further information you wish. If you will contact us, our representative, Mr. Allen Danner, will call on you at your convenience.

Sincerely yours,

PROGRESSIVE TAXICAB COMPANY

William L. Bennett
Vice President

mm

December 18, 1984

Mr. John C. Yates, Account Executive
Adams Advertising Agency
277 Madison Avenue
New York, NY 10016

Dear Mr. Yates:

A recent survey of 178 manufacturing companies showed that over 80% had policies specifying the use of tourist or economy class travel. About 25% of these companies permitted their employees to travel first class on long flights and allowed highranking executives to go first class.

Our economy class service is excellent and we would not want our advertising to downgrade it in any way. On the other hand, we believe that some effort should be made to increase the use of our first class service by the business traveler.

We believe our present plans for media advertising should remain as we approved them in our recent meetings with you. However, it may be a good idea to consider the publication of an additional brochure or leaflet promoting first class travel. The leaflet should be sent to all companies on our present mailing lists.

Please consider these suggestions and submit your comments on them as soon as possible.

Cordially yours,

EASTWEST AIRLINES

James G. Senders
Public Relations Department

dh

November 30, 1984

Mr. V. O. Henderson, President
Pierce Farm Machinery, Inc.
3890 Grand Boulevard East
Detroit, MI 48202

Dear Mr. Henderson:

We would like to have an opportunity to discuss your possible use of our "piggyback" service. This method carries loaded truck trailers on special flat cars as freight. It cuts the cost of transporting equipment from factory to dealers all over the country.

This service reduces wear and tear on tractors and trailers; the tractors stay at the factory or at the terminal where such shipments are to be received. Railway equipment takes the punishment at lower costs than automotive equipment, and the freight moves day and night toward its destination, getting there faster and with less damage than when it goes on the highways. We are sure you would find this service fast and economical.

If you would like more complete information, please sign and return the enclosed form in the stamped, self-addressed envelope provided.

Very truly yours,

UNION RAILWAY COMPANY

C. L. McCormick
General Freight Agent

dh

November 30, 1984

MEMORANDUM

TO: Editorial Staff

FROM: Paul J. Reynolds

SUBJECT: Dictaphone Secretarial Practice Cource (DSPC)

Miss Tully will be here next Thursday to consult with you on the preparation of the new DSPC.

In the Student Workbook we wish to stress the importance of the Vocabulary Exercise at the beginning of each record chapter. It is not enough that the student learn to spell the word; he/she should also have a thorough understanding of its meaning, how to divide the word correctly, and how to use the word easily and naturally in conversation.

We will discuss these points at our conference next Thursday.

dh

November 30, 1984

MEMORANDUM

TO: Editorial Staff

FROM: Paul J. Reynolds

SUBJECT: Dictaphone Secretarial Practice Course (DSPC)

It is important that particular attention be given to the instructions on the indication slip in the new DSPC Student Workbook. The marks on the slip are precise signs on the dictation road map.

Corrections and length of letters are indicated by marks on the slip that accompanies each record. The upper marks show the length of the letters; the lower marks indicate corrections. The student should always listen to the corrections in a particular letter before he/she starts to transcribe that letter.

Each division on the scale (10-20-30-etc.) represents approximately 60 words or five 60-space lines of typing, at an average dictation speed of 100 words per minute. A simple reading of the space between end of letter marks in relation to the scale gives the number of lines in each letter.

Correct use of the indication slip will help the student save time and avoid retypings.

mm

Task Title

Order No. 3024

Type postal cards

Description

Given 25 postal cards, a handwritten message of six lines, and a list of addresses, the student will type the addresses on the cards, turn the cards over, and type the same handwritten message on each.

Materials, Supplies, and/or Equipment

Included: Handwritten message

Mailing list

Needed but not Included: Typewriter

Correction materials

Suggested Requirements

Prerequisites: Advanced typing instructions

Instructions on typing postal cards

Approximate Time to Complete: 1 hour

Accuracy: 98%

THE FOLLOWING MESSAGE WILL BE TYPED ON EACH POSTAL CARD, USING AN APPROPRIATE SALUTATION. EACH CARD WILL ALSO BE ADDRESSED USING THE LIST PROVIDED.

November 30, 1984

Dear

Thank you for your order of November 28, 1984. The shipment will be made on December 3, 1984.

We appreciate this opportunity to be of service to you. Please call on us again whenever our publications fulfill your needs.

MONTGOMERY RECREATION CENTER

ADDRESSES

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